Adobe Premiere Pro

2024 Release

Classroom in a Book®

The official training workbook from Adobe

Maxim Jago

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Interior Designer: Mimi Heft

ISBN-13: 978-0-13-831856-7

ISBN-10: 0-13-831856-5

Where are the Lesson Files?

Purchase of this Classroom in a Book in any format gives you access to the lesson files you'll need to complete the exercises in the book.

1. Go to *peachpit.com/PremiereProCIB2024*.
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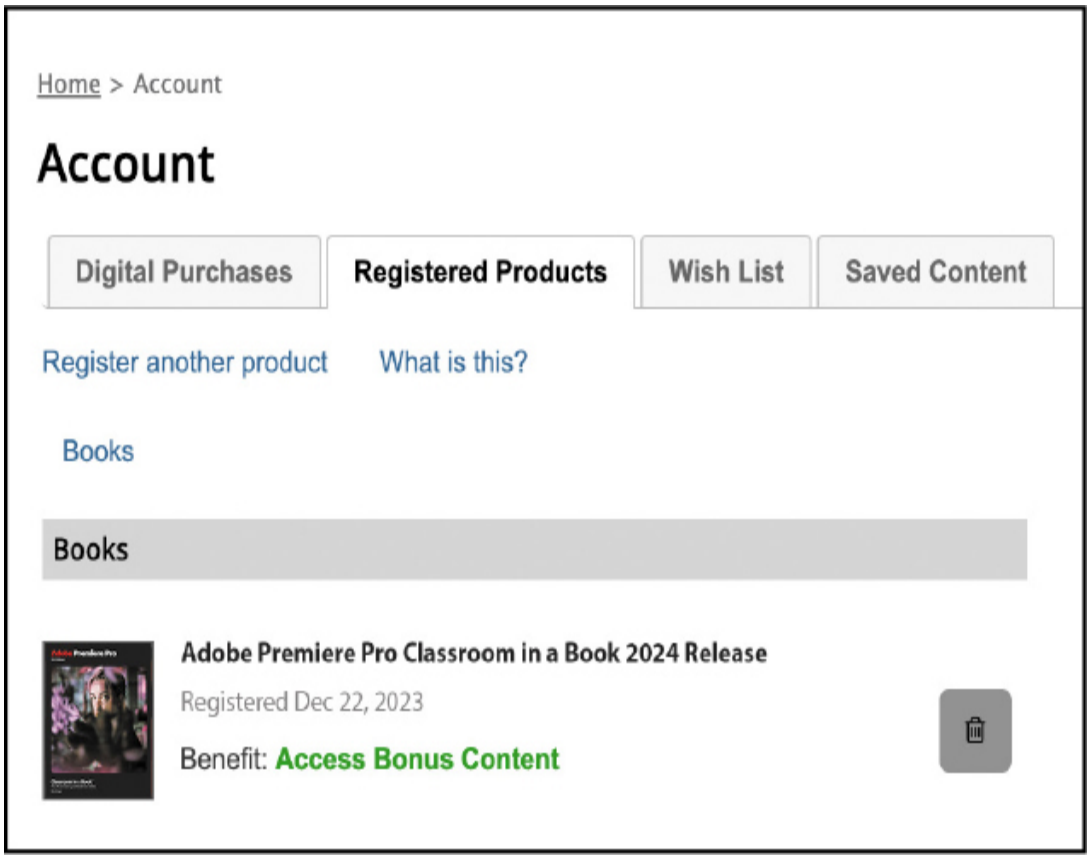

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Acknowledgments

Producing effective learning materials for such an advanced technology is a team effort. Friends, colleagues, fellow filmmakers, and technology experts have all contributed to this book. There are too many names to mention, but let's say this: I have often joked that in Britain we don't say "awesome." Instead, we say "perfectly acceptable." On this occasion, "perfectly acceptable" simply isn't enough. Rather, I will have to say our British equivalent of "super awesome." Those people who make this world better by sharing, nurturing, caring, showing, telling, demonstrating, making, and helping are all definitely "much more than acceptable."

Everything on these pages was inspected by a team of experienced editors who checked and corrected typos, spelling errors, naming errors, false attributions, suspect grammar, unhelpful phrasing, and inconsistent descriptions. This wonderful team didn't just highlight text that needed correcting. They offered positive alternatives that I could simply agree to and so, in a literal sense, this book is the product of many people's contributions. I'd like to thank the teams at Peachpit and Adobe Press, who made it possible to produce such a beautifully finessed work.

As each draft lesson was completed, the most amazing and highly experienced Victor Gavenda checked over the text to make sure it was ideally accessible for learners, and all references to the technology were reviewed by the remarkable media technology expert Jarle Leirpoll, who has an incredible depth of knowledge of Premiere Pro. I tip my hat to Linda Laflamme for reviewing the copy and spotting things we would otherwise have completely missed. Tracey Croom kept us all on-track, Kim Scott and Kim Wimpsett take the credit for the beautiful layout you see before you, and Megan Ahearn has the enviable title of Keystroker—checking each and every step in the exercises presented here to make sure everything happens just as expected.

Some of the content of this book is derived from material originally written by the world-renowned media trainer Richard Harrington. The original table of contents was worked out by the two of us, and a substantial amount of the content remains unchanged or is significantly informed by his original work.

Finally, let’s not forget Adobe. The passion and enthusiasm demonstrated by those wonderful individuals, who are so committed to creatives like you and me, qualifies as “the most acceptable of all.” They are, indeed, extraordinarily awesome!

—Maxim Jago

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Getting Started

Adobe Premiere Pro, the essential video-editing application for professionals and video enthusiasts, is an incredibly scalable, efficient, and flexible video-editing system. It supports a broad range of video, audio, and image formats. Premiere Pro lets you work faster and more creatively without converting your media. The complete set of powerful and exclusive tools lets you overcome any editorial, production, and workflow challenges to deliver the high-quality work you demand.

Adobe has developed a user experience that is intuitive, flexible, and efficient, with unified design elements that match across multiple applications, making it easier to explore and discover new workflows.

About Classroom in a Book

Adobe Premiere Pro Classroom in a Book 2024 Release is part of the official training series for Adobe. The lessons are designed so that you can learn at your own pace. If you're new to Premiere Pro, you'll learn the fundamental concepts and features you'll use to create projects. This book also teaches many advanced features, including tips and techniques for using the latest version of this software.

The lessons in this edition include opportunities for hands-on practice using features such as chroma keying, dynamic trimming, color correction, media management, audio and video effects, audio mixing, and captioning. You'll also learn how to create files for the web and social media with Adobe Media Encoder. Premiere Pro is available for both macOS and Windows and uses the same project files on both platforms.

Prerequisites

Before following the exercises in the *Adobe Premiere Pro Classroom in a Book 2024 Release*, make sure your system is set up correctly and that you've installed the required software and hardware. You can view updated system requirements here:

helpx.adobe.com/premiere-pro/system-requirements.xhtml

You should have a working knowledge of your computer and operating system. For example, you should know how to use the mouse or trackpad and standard menus and commands and also how to open, save, and close files. You should also feel comfortable navigating folders and copying files between folders. If you need to review these techniques, see the support pages for your macOS or Windows system.

It's not necessary to have a working knowledge of video concepts and terminology. If you come across a term you're not familiar with, consult the glossary at the end of the book.

Installing Premiere Pro

You must purchase an Adobe Creative Cloud subscription, or obtain a trial version, separately from this book. For system requirements and complete instructions on installing the software, visit *helpx.adobe.com/support*. You can purchase Adobe Creative Cloud by visiting *adobe.com/creativecloud*. Follow the on-screen instructions. In addition to Premiere Pro, you may want to install Photoshop, After Effects, and Audition. Adobe Media Encoder is installed automatically when you install Premiere Pro. These are all included with the full Adobe Creative Cloud license.

Selecting audio hardware

Premiere Pro has preferences to choose the audio hardware to use for playback and recording. This is useful because you may want the audio for your editing projects to come through professional studio monitors while other system sounds come through smaller or built-in computer monitors.

When you open Premiere Pro for the first time, you may need to select the audio hardware to use before playback will work. Access the Audio Hardware preferences in Premiere Pro > Settings > Audio Hardware (macOS) or Edit > Preferences > Audio Hardware (Windows).

There are advanced options for configuring audio hardware, but you'll generally just need to choose the System Default Input and System Default Output. With the System Default options selected, Premiere Pro can automatically switch to your system audio selection if you change it—for example, if you plug headphones in.

Optimizing performance

Editing video places high demands on your computer processor and memory. A more powerful computer will make your editing experience faster and more efficient, which translates to a more fluid and enjoyable creative experience—that is, more creative flow.

Premiere Pro takes advantage of multicore processors (CPUs) and multiprocessor systems. The faster the processors and the more CPU cores there are, the better the performance you'll experience.

The minimum system memory is 8 GB, and 16 GB or more is recommended for High-Definition (HD) media; 32 GB or higher is recommended for Ultra-High-Definition (UHD, or 4K) media.

The speed of the storage drives you use for video playback is also a factor. A dedicated fast storage drive is recommended for your media. A RAID

disk array or fast solid-state drive for your media files is strongly recommended, particularly if you're working with high-resolution or high data-rate RAW media content. Storing your media files and program files on the same hard drive can affect performance. Keep your media files on a separate disk, if possible, for speed and easier media management.

Premiere Pro can harness the power of your computer's graphics hardware, or *graphics processing unit* (GPU), to improve playback performance. GPU acceleration provides a significant performance improvement, and most video cards with at least 2 GB of dedicated video memory (VRAM) will work, but 4 GB VRAM or more is recommended. You will find information about hardware and software requirements on the Adobe website at *helpx.adobe.com/premiere-pro/system-requirements.xhtml*.

Online content

Your purchase of this Classroom in a Book includes online materials provided by way of your Account page on *peachpit.com*.

Lesson files

To work through the projects in this book, you will need to download the lesson files by following the instructions.

Web Edition

The Web Edition is an online interactive version of the book providing an enhanced learning experience. Your Web Edition can be accessed from any device with a connection to the internet, and it contains the following:

- The complete text of the book
- Hours of instructional video keyed to the text
- Interactive quizzes

Accessing the lesson files and Web Edition

Note

If you encounter problems registering your product or accessing the lesson files or web edition, go to *peachpit.com/support* for assistance.

You must register your purchase on *peachpit.com* to access the online content.

1. Go to *peachpit.com/PremiereProCIB2024*.
2. Sign in, or create a new account.
3. On the "Register a Product" page, the ISBN for this title should be pre-populated into the ISBN box. Click Submit.
4. Answer the question as proof of purchase.
5. The lesson files can be accessed from the Registered Products tab on your Account page. Click the Access Bonus Content link below the title of your product to proceed to the download page. Click the lesson file link(s) to download them to your computer.

   The Web Edition can be accessed from the Digital Purchases tab on your Account page. Click the Launch link to access the product.

   Note

   If you purchased a digital product directly from *peachpit.com*, your product will already be registered. Look for the Access Bonus Content link on the Registered Products tab in your account.

Bonus material

This book has so much great material that we couldn't fit it all in the printed pages, so we placed these items on *peachpit.com*:

- Lesson 17, "Managing Your Projects"
- A glossary of common technical terms used in video production and editing

You will find this lesson on your account page (Lessons & Update Files tab) once you register your book, as described in "Accessing the lesson files and

Web Edition.”

Using the lesson files

Tip

If you don’t have a dedicated storage location for your video files, placing the lesson files on your computer’s desktop will make them easy to find and work with.

The lessons in this book use the downloadable lesson files, including video clips, audio files, photos, and image files created in Photoshop and Illustrator. Some lessons use files from other lessons, so you’ll need to keep the entire collection of lesson assets on your storage drive as you work through the book. You will need about 7 GB of storage space for the lesson files.

Relinking the lesson files

The Premiere Pro projects included with the lesson files have links to specific media files. Because you are copying the files to a new location, you may need to update those links when you open projects for the first time.

If you open a project and Premiere Pro is unable to find a linked media file, the Link Media dialog box may open, inviting you to relink offline files. If this happens, select an offline clip on the list and click the Locate button. A file browser panel will appear.

Locate your copy of the Lessons folder using the navigator on the left, and click Search. Premiere Pro will locate the media file inside the Lessons folder. To hide all other files, making it easy to select the correct one, select the option to display only exact name matches.

Premiere Pro displays the last known file path and filename and the currently selected file path and file name at the top of the panel for reference. Select the file, and click OK.

The option to relink other files is enabled by default, so once you've located one file, the rest should reconnect automatically. For more information about relocating offline media files, see Lesson 17 (if you have the print version of this book, see "Bonus material" later in this section).

How to use these lessons

The lessons in this book include step-by-step instructions. Each lesson stands alone, but many build on previous lessons. For this reason, the best way to learn from this book is to proceed through the lessons one after another.

The lessons teach you new skills in the order you might normally use them. The lessons begin with acquiring media files such as video, audio, and graphics; and they go on to creating a rough-cut sequence, adding effects, sweetening the audio, and ultimately exporting the project.

Many pages contain additional "sidebar" information boxes that explain a particular technology or offer alternative workflows. It's not necessary to read these additional boxes, or follow the workflows, to learn Premiere Pro, but you may find them interesting and helpful as they will deepen your understanding and often provide additional context.

By the end of these lessons, you'll have a good understanding of the complete end-to-end video post-production workflow, with the specific skills you need to edit on your own.

As you explore the skills described in this book, you may find it helpful to review earlier lessons you have already completed and to practice the fundamental editing techniques regularly. The later advanced workflows build on fundamental principles introduced early on, and if you take a few moments to recap earlier lessons, it makes it easier to discover the common principles that apply. The more you practice, the faster you will build your confidence as an editor.

The focus of this book is on the technical skills editors use every day to produce film, television, and social media videos. Taking time to try different ways of achieving results can help to expand your artistic skills. As you learn new technical skills, watch videos created by experienced

editors with a critical eye and see if you can recognize the technical workflow they employed. More often than not, the most impactful techniques are the simplest, once you know the workflow.

Practice makes perfect!

Additional resources

Adobe Premiere Pro Classroom in a Book 2024 Release is not meant to replace documentation that comes with the program or to be a comprehensive reference for every feature. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features and tutorials, refer to the following resources, which you can reach by choosing commands from the Premiere Pro Help menu.

Adobe Premiere Pro Learn and Support: *helpx.adobe.com/premiere-pro.xhtml* is where you can find and browse Help and Support content on Adobe.com. You can also reach that page by choosing Help > Premiere Pro Help or by pressing F1. On the Learn & Support page, click User Guide for documentation on individual features or visit *helpx.adobe.com/premiere-pro/user-guide.xhtml*.

Premiere Pro tutorials: For a wide range of interactive tutorials on Adobe Premiere Pro features that you can follow in the app, choose Help > Premiere Pro In-App Tutorials. For online tutorials, choose Help > Premiere Pro Online Tutorials or visit *helpx.adobe.com/premiere-pro/tutorials.xhtml*. You can also access tutorials from the Home screen by clicking Learn. A different set of tutorials is provided inside Premiere Pro in the Learn panel.

Premiere Pro blog: *blog.adobe.com* brings you tutorials, product news, and inspirational articles about using Premiere Pro.

Creative Cloud tutorials: For inspiration, key techniques, cross-application workflows, and updates on new features, go to the Creative Cloud tutorials page, *helpx.adobe.com/creative-cloud/tutorials.xhtml*, and click the link for Premiere Pro.

Adobe Community: Tap into peer-to-peer discussions, questions, and answers on Adobe products at the Adobe Support Community page at *community.adobe.com*. Click the Premiere Pro link to visit the Premiere Pro community.

Adobe Creative Cloud Discover: This online resource offers thoughtful articles on design and design issues, a gallery showcasing the work of top-notch designers and artists, tutorials, and more. Check it out at *creativecloud.adobe.com/discover*.

Resources for educators: *adobe.com/education* and *edex.adobe.com* offer a treasure trove of information for instructors who teach classes on Adobe software. Find solutions for education at all levels, including free curricula that use an integrated approach to teaching Adobe software. These curricula can be used to prepare for the Adobe Certified Professional exams. To learn more about the exams, visit *edex.adobe.com/adobe-certified-professional/exams*.

Adobe Premiere Pro product home page: *adobe.com/products/premiere* has more information about the features and functionality of the application.

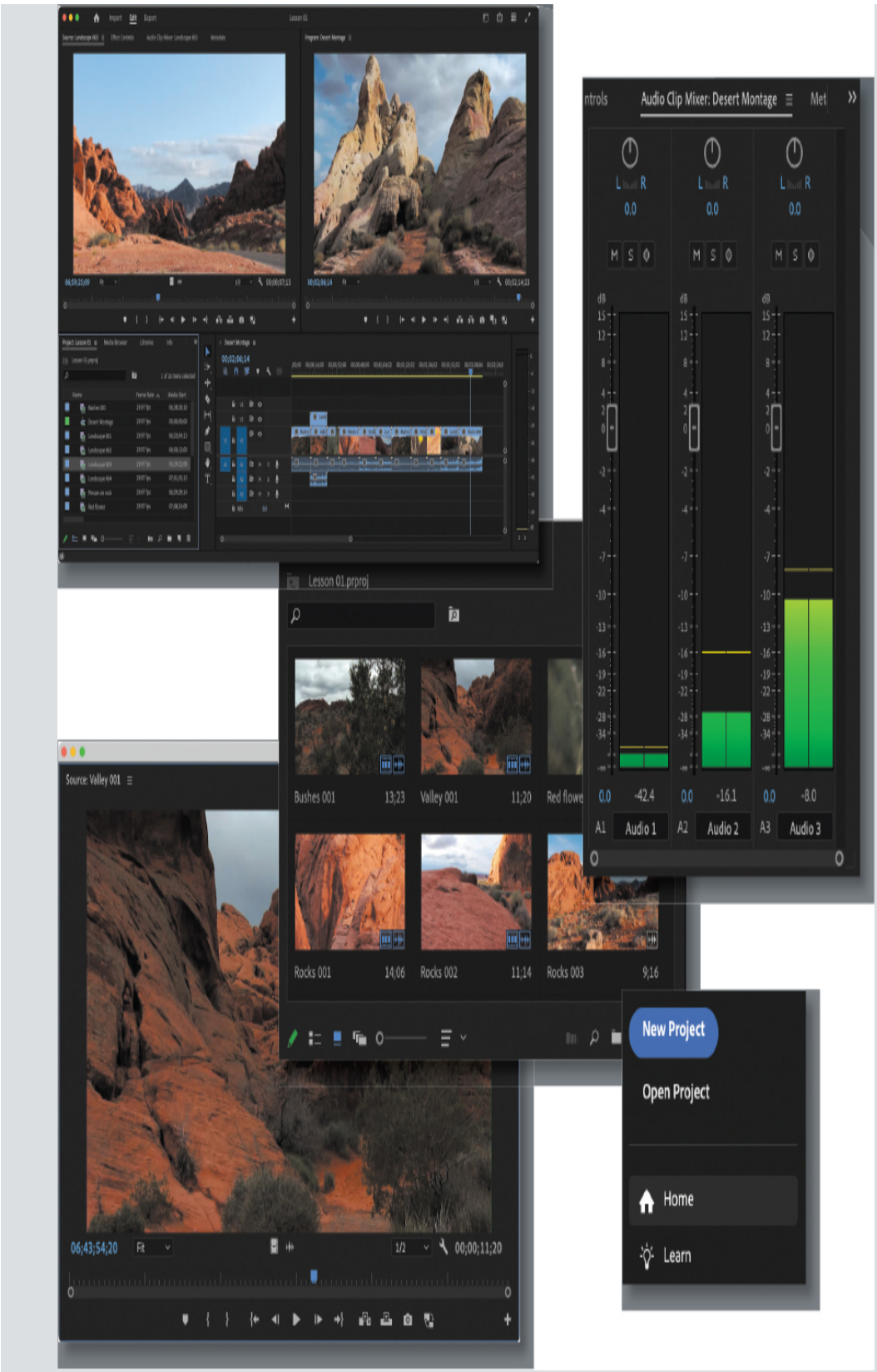
1 Touring Adobe Premiere Pro

Lesson overview

In this lesson, you'll learn how to do the following:

- Perform nonlinear editing.
- Understand the standard digital video workflow.
- Enhance the workflow with high-level features.
- Explore workspaces.
- Customize workspaces.
- Set keyboard shortcuts.

This lesson will take about 75 minutes to complete. To get the lesson files used in this chapter, download them from the web page for this book at *peachpit.com/PremiereProCIB2024*. For more information, see "Accessing the lesson files and Web Edition" in the "Getting Started" section at the beginning of this book. Store the files on your computer in a convenient location.



Adobe Premiere Pro is a video-editing system that supports the latest technology and cameras with powerful tools that are intuitive to use and that integrate

perfectly with almost every video acquisition source and delivery standard.

Starting the lesson

There is always great demand for high-quality video content. Today's video producers and editors work in a fast-changing landscape of old and new technologies. Despite rapid change in camera systems and the video creation and distribution landscape—particularly with the expansion of social media platforms, generative artificial intelligence (AI) technologies, and increased marketing production values—the goal of great video editing remains unchanged: You want to take your source footage and shape it, guided by your original vision, so that you can effectively communicate with your audience.

In Adobe Premiere Pro, you'll find a powerful and intuitive video-editing system that supports the latest technology and cameras with flexible tools that are easy to use. These tools integrate perfectly with almost every type of media and support a wide range of third-party plug-ins and other post-production tools.

In this lesson, you'll begin by reviewing the essential post-production workflow that most editors follow, and then you'll learn about the main components of the Premiere Pro interface and how to create custom workspaces.

Performing nonlinear editing in Premiere Pro

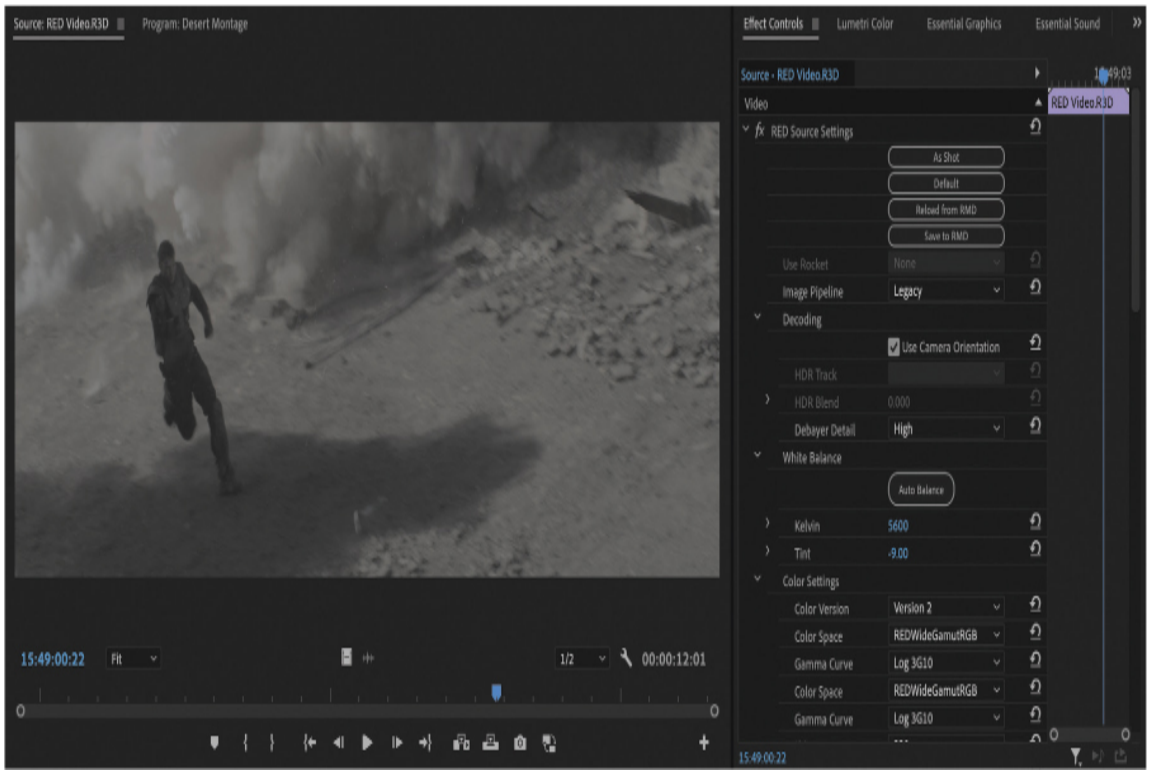
Premiere Pro is a *nonlinear editor* (NLE). Like a word processing application, Premiere Pro lets you place, replace, and move video, audio, and images anywhere you want in your final edited work. You don't need to make adjustments in a particular order; you can change any part of your project at any time—that's the nonlinear part of an NLE.

You'll combine multiple pieces of media, called *clips*, to create a *sequence*. You can edit any part of the sequence in any order and then change the contents or move clips so that they play earlier or later. You can blend

layers of video together, change the image size, adjust the colors, add special effects, adjust the audio mix, and more.

You can combine multiple sequences and jump to any moment in a video clip or sequence without needing to fast-forward or rewind. In Premiere Pro, organizing the clips you're working with is like organizing files on your computer.

Premiere Pro supports many media file formats, including XDCAM, XAVC, DPX, DVCProHD, QuickTime (including Apple ProRes), AVCHD (including AVCCAM and NXCAM), AVC-Intra, DNxHR, and Canon XF. RAW video formats are supported, including media from RED, ARRI, Sony, Canon, and Blackmagic cameras, as well as Apple ProRes RAW and multiple 360° video, DSLR video, and phone camera formats.



Premiere Pro features native support for RAW media from RED cameras, with settings to control the way the media is interpreted.

Using the standard digital video workflow

As you gain editing experience, you'll develop your own preferences for the order in which to work on the different aspects of your project. Each stage of post-production requires a particular kind of attention and different tools. Also, some projects call for more time spent on one stage than another.

Whether you skip through some stages with a quick mental check or spend hours (even days!) dedicated to perfecting an aspect of your project, you'll almost certainly go through the following steps:

1. **Acquire your media:** This can mean recording original footage, creating new animated content, selecting stock media, using generative AI to create new media, or gathering a variety of assets for a project.
2. **Ingest the video to your editing storage:** Premiere Pro can read media files (like video files from a camera) directly, usually with no need for conversion. Be sure to back up your files to a second location because storage drives sometimes physically fail unexpectedly. For video editing, use fast storage for smooth playback of your media files.
3. **Organize your clips:** Your project may have a lot of video content to choose from. Invest the time to organize clips into special folders in your project called *bins*—a term taken from the days of editing celluloid film. Organized strips of film would be stored in large cloth-lined bins to allow quick access for the editor. You can add color labels and other information as metadata (metadata is additional information about the clips or media files) to help keep things organized.
4. **Create a sequence:** In the Timeline panel, selectively combine the parts of the video and audio clips that you want into a sequence. A *sequence* is your complete edited video.
5. **Add transitions:** Place special transition effects between sequence clips, add video effects, and create composite visuals by placing clips on multiple layers (called *tracks* in the Timeline panel).
6. **Create or import titles, graphics, and captions:** Add them to your sequence to help tell the story.
7. **Adjust the audio mix:** Adjust the volume of your audio clips to get the mix just right, and use transitions and effects on your audio clips to

improve the sound.

8. **Output:** Export your finished project to a file.

Premiere Pro supports each of these steps with industry-leading tools. A large community of creative and technical professionals is waiting to share their experience and support your development as an editor.

Enhancing the workflow with Premiere Pro

Premiere Pro has easy-to-use tools for video-editing beginners. It also has advanced tools for manipulating, adjusting, and fine-tuning your projects.

You may not make use of all the following features in your first few video projects. However, as your experience and understanding of nonlinear editing grows, you'll want to expand your capabilities.

It's beyond the scope of one book to cover all of the expansive creative tools and capabilities of Premiere Pro. Still, this book will enable you to fully post-produce professional projects and get you ready to take your skills to the next level.

The following topics will be covered:

- **Advanced audio editing:** Learn to use the advanced audio effects and editing tools in Premiere Pro. As well as producing a soundtrack mix, you can clean up noisy audio, reduce reverb, make sample-level edits, apply multiple audio effects to audio clips or whole tracks, and use state-of-the-art Virtual Studio Technology (VST) plug-ins.
- **Color correction and grading:** Correct and enhance the look of your footage with advanced color-correction filters, accessed via a dedicated color correction and grading panel. You can make secondary color-correction selections that allow you to adjust isolated colors, adjust selected areas of an image to improve the composition, and automatically match the colors in two images.
- **Keyframe controls:** Premiere Pro gives you precise control over the timing of visual and motion effects without using a separate compositing or motion graphics application. Keyframes use a standard

interface design; if you learn to use them in Premiere Pro, you'll know how to use them in all Adobe Creative Cloud products in which they're available.

- **Broad hardware support:** Choose from a wide range of compatible input and output hardware. Premiere Pro system specifications range from low-cost desktop computers and laptops for video editing up to high-performance workstations that can easily edit high-definition (HD), 4K, 8K, 3D stereoscopic, and 360° video.
- **GPU acceleration:** The Mercury Playback Engine operates in two modes: one that uses only software running in the central processing unit (CPU) for playback and one that uses graphics processing unit (GPU) acceleration for enhanced playback performance. GPU acceleration mode requires graphics hardware that meets minimum specifications in your workstation. See *helpx.adobe.com/premiere-pro/system-requirements.xhtml* for a list of recommended graphics cards. Most modern cards with a minimum of 2 GB of dedicated video memory will work.
- **Multicamera editing:** You can quickly and easily edit productions shot with multiple cameras. Multiple camera sources are displayed in a split view, and you can choose a camera view by clicking the appropriate screen or using a shortcut key. You can automatically sync multiple camera angles based on clip audio or timecode.
- **Project management:** View, delete, move, search for, and reorganize clips and bins. Consolidate your projects by copying just the media used in sequences to a single location, and then reclaim storage space by deleting unused media files.
- **Metadata:** Premiere Pro supports Adobe XMP, which stores additional information about media as metadata that multiple applications can access. You can use this metadata to locate clips or communicate important information, such as preferred takes or copyright notices.
- **Creating titles:** Create titles and graphics with the Essential Graphics panel. You can also use graphics created in almost any suitable software. For instance, you can import Adobe Photoshop files as flattened images or as separate layers that you can combine or animate

selectively. You also can use Adobe After Effects motion graphics templates.

- **Advanced trimming:** Make precise adjustments to the start and end timing of clips in sequences using dedicated trimming tools. Premiere Pro provides quick, simple trimming keyboard shortcuts, as well as advanced on-screen trimming tools to make complex timing adjustments to multiple clips.
- **Reframing visual elements:** Perhaps you are delivering widescreen, vertical, and square video versions of your content. You can adjust and perfect the composition for every type of output manually or automatically.
- **Media encoding:** Export your sequence to create a media file that is perfect for your needs using simplified Quick Export presets or details settings. Use the advanced features of Adobe Media Encoder to create copies of your finished sequence in multiple formats, based on presets or your own detailed specifications. You can apply color adjustments, timing changes, and information overlays during export, as well as upload media to social media platforms in a single step.
- **360° video for VR headsets:** Edit and post-produce 360° video footage using a special VR Video display mode that lets you see specific regions of the picture, or view both your video and your edited clips via a VR headset, allowing a more natural and intuitive editing experience. Dedicated visual effects that meet the unique demands of 360° video are available.

Expanding the workflow

Although you can work with Premiere Pro as a stand-alone application, it is also a team player. Premiere Pro is part of Adobe Creative Cloud, which means you have access to several other specialized tools.

Understanding the way these software components work together will improve your efficiency and give you more creative freedom.

Including other applications in the editing workflow

Premiere Pro is a versatile video and audio post-production tool, but it's just one component of Adobe Creative Cloud—a complete print, web, and video environment that includes video-focused software for the following:

- High-end 3D motion effects creation
- Complex text animation generation
- Layered graphics production
- Vector artwork creation
- Audio production

To incorporate one or more of these features into a production, you can use other components of Adobe Creative Cloud. The software set has everything you need to produce advanced, professionally finished videos.

Here's a brief description of the other components:

- **Adobe Express:** All-in-one design, photo, and video tool to make content creation easy.
- **Adobe Premiere Rush:** Intuitive mobile and desktop video editing tool that can produce projects compatible with Premiere Pro (for advanced finishing).
- **After Effects:** The popular tool of choice for motion graphics, animation, and visual effects artists.
- **Adobe Character Animator:** A tool for creating advanced animation with natural movement for 2D puppets using your webcam for face and body movement tracking.
- **Adobe Photoshop:** The industry-standard image-editing and graphics-creation product. You can work with photos and video to prepare them for your project.
- **Adobe Audition:** The powerful and intuitive system for audio editing, audio cleanup and sweetening, music creation and adjustment, and

multitrack mix creation.

- **Adobe Illustrator:** Professional vector graphics-creation software for print, video, and the web.
- **Adobe Media Encoder:** A tool that allows you to process files to produce content for any screen directly from Premiere Pro, After Effects, and Audition.
- **Adobe Dynamic Link:** A cross-product technology that enables you to work in real time with media, compositions, and sequences shared between After Effects, Audition, and Premiere Pro.

Exploring the Adobe Creative Cloud video workflow

Your Premiere Pro and Creative Cloud workflow will vary depending on the needs of each project. Here are a few scenarios:

- Use Photoshop to touch up and apply effects to still images and layered image compositions from a digital camera, a scanner, or a video clip. Then use them as source media in Premiere Pro. Changes made in Photoshop update in Premiere Pro.
- Send clips directly from the Premiere Pro timeline to Adobe Audition for professional audio cleanup and sweetening. Changes made in Audition update in Premiere Pro.
- Send an entire Premiere Pro sequence to Adobe Audition to complete a professional audio mix, including compatible effects and level adjustments; the session can contain video so you can compose and adjust levels in Audition based on the action.
- Using Dynamic Link, include video compositions from After Effects in Premiere Pro projects. Apply special effects, add animation, and add visual elements in After Effects. Adjustments made in After Effects appear in Premiere Pro immediately.
- Use After Effects to create motion graphics templates that are directly editable in Premiere Pro. Dedicated controls allow specific types of

changes to be made while retaining the original look and feel of the template.

- Use Adobe Media Encoder to export video projects in multiple resolutions and codecs for display on websites, display via social media, or archiving. You can use the built-in presets, effects, and social media support to upload directly from Premiere Pro to social media platforms.

Naturally, most of this book focuses on workflows involving only Premiere Pro. However, sidebars will explain ways to include Adobe Creative Cloud components in your workflows for additional effects work and finishing.

Touring the Premiere Pro interface

Note

To ensure that the tools function and the defaults are set exactly as described in this lesson, reset the Premiere Pro preferences by holding Option (macOS) or Alt (Windows) while launching the application and then clicking Continue in the Reset Options dialog box.

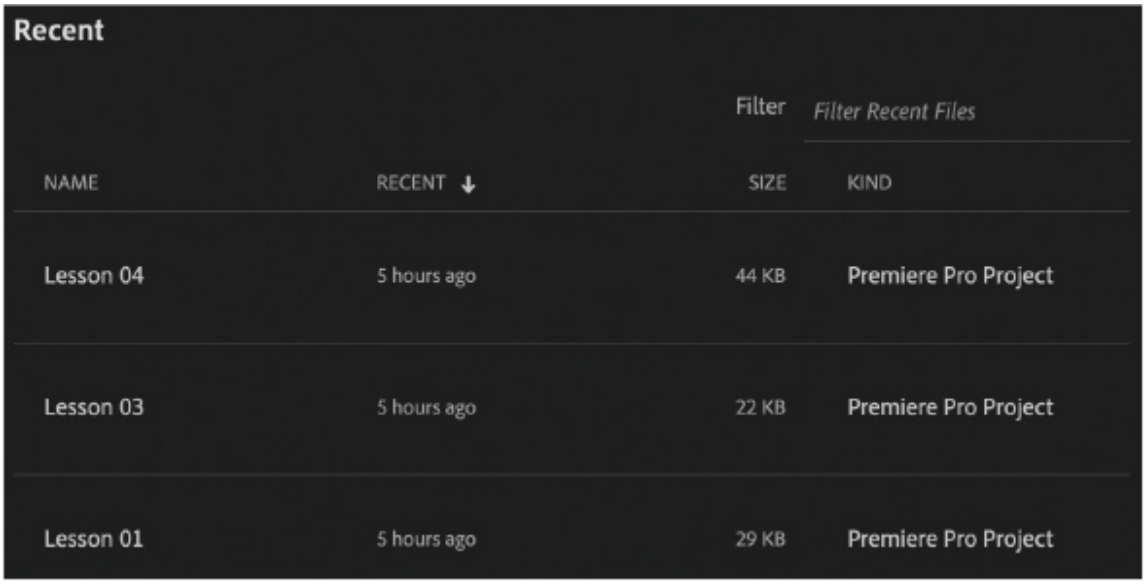
It's helpful to begin by getting familiar with the editing interface so you can recognize the tools as you work with them in the following lessons. To make it easier for you to customize the user interface, Premiere Pro includes *workspaces*. Workspaces quickly position the various panels and tools onscreen in ways that are helpful for particular activities, such as editing, special effects work, or audio mixing.

You'll begin by taking a brief tour of the Editing workspace. In most of the exercises in this book, you'll use a Premiere Pro project from this book's companion DVD (or downloaded lesson files if you are using the eBook). Before you continue, make sure you've copied all the lesson folders and contents to your computer storage.

Next, launch Premiere Pro. The Home screen appears.

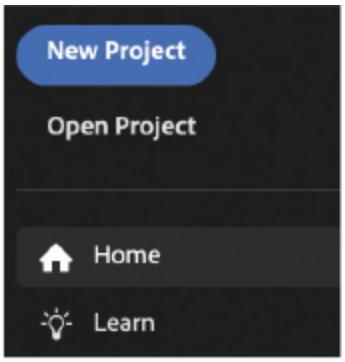
The first few times you launch Premiere Pro, the Home screen shows links to online training videos that will help you get started.

If you have opened projects previously, a list will appear in the middle of the Home screen. You can hover the pointer over a recent item to see the project file location in a pop-up window.



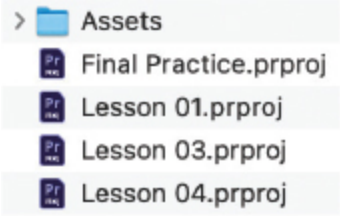
A Premiere Pro project file contains all your creative decisions for a project, links (referred to as *clips*) to your selected media files, sequences made by combining those clips, special effects settings, and more. Premiere Pro project files have the filename extension .prproj.

Whenever you work in Premiere Pro, you will be making adjustments to a project file. You need to create a new project file or open an existing one to use Premiere Pro.



There are a few important buttons on the Home screen, some of which look like text but can actually be clicked (look out for text that works as a button in the Premiere Pro interface):

- **Home:** Takes you back to this screen.
- **Learn:** Displays multiple tutorials to help you get up to speed with Premiere Pro.
- **New Project:** Creates a new project file. It's a good idea to choose a name that will be easy to identify later (in other words, avoid using the name New Project).
- **Open Project:** Click this to open an existing project by browsing for the project file. You can also double-click an existing project file in the macOS Finder or Windows Explorer to open it in Premiere Pro.
- **New Team Project:** Creates a new collaborative project using the Adobe Team Project service. Team Projects are beyond the scope of this book but use the same tools and editing techniques that you will learn here—just collaboratively.
- **Open Team Project:** Opens the Manage Team Projects dialog box to allow you to select an existing Team Project to work on.
- **Open Premiere Rush Project:** Opens an existing Premiere Rush project in Premiere Pro. Any projects you created with Premiere Rush will be available here, as long as you used the same Adobe ID as for Premiere Pro.



Try opening an existing Premiere Pro project:

1. Click Open Project.
2. In the file navigation dialog box that appears, navigate to the Lessons folder; then double-click the Lesson 01.prproj project file to open the first lesson. Leave the file open for the next exercise.

After you open an existing project file, the Link Media dialog box may open, asking where a particular media file is. This will occasionally happen when the original media files are saved on a storage device (or drive letter) different from the one you're using. You'll need to tell Premiere Pro where the file is.

Note

If you are using a version of Premiere Pro later than the one used in making this book, when you open the Lesson 01.prproj file, an alert may ask you to save it in a new format. Updating the format of the file won't interfere with working through the exercises, so click OK.

In the Link Media box that prompts you to link the media file, you'll see a list of missing items, with the first already highlighted. Click Locate, at the bottom right.

At the top of the Locate File dialog box you'll see Last Path (that's the last known location for the file) and Path (that's the current location you have browsed to).

Using the folders on the left, navigate to the Lessons/Assets folder, and click Search at the bottom right. Premiere Pro will locate the missing file and highlight it on the right side of the window. Select the file, and click OK. Premiere Pro will remember this location for other missing files and relink them automatically without your needing to link each one individually.

To learn more about managing media, see the online bonus chapter "Managing Your Projects."

Hands-On: Editing your first video

> **Note**
>
> It's best to copy all the lesson assets to your computer storage and leave them there until you complete this book; some lessons reuse assets from previous lessons.

The first series of exercises walks you through editing a simple video. You'll get hands-on experience using the principal features of Premiere Pro.

Because you are going to make changes to the project file, you'll start by saving a new version. Then to ensure the steps described here match your screen, you'll reset the Premiere Pro user interface to its default configuration. After that, you'll learn about the main editing tools and user interface features in Premiere Pro.

1. With Lesson 01.prproj open in Premiere Pro, choose File > Save As. Save a copy of the project with the name **Lesson 01 Working.prproj**.
2. By default, Premiere Pro opens in the Learning workspace. We're going to dive right in to editing using the Editing workspace: Choose Window > Workspaces > Editing to make sure the Editing workspace is selected (see "Exploring workspaces" for more information on workspaces).
3. Choose Window > Workspaces > Reset To Saved Layout to reset the workspace to the default settings.

   This project contains a number of video clips. Some have already been edited into a sequence in the Timeline panel (for more information about panels, see "Exploring workspaces").

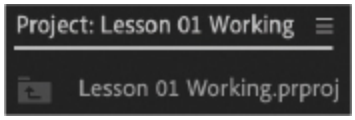
   > **Note**
   >
   > Unlike most other panels, the Timeline panel does not include its own name in its heading. Instead, the name of the current sequence is shown. In this case, it's Desert Montage.

Let’s add some more clips to the sequence.

4. Along the top edge of the Timeline panel, named Desert Montage in this project, notice the horizontal bar with a series of numbers—the *time ruler*. The blue playhead control connected to the time ruler works the same way as the playhead when viewing video files in a player. Try clicking a location on the time ruler—the playhead jumps to the time you click.
5. Place the playhead to the far left of the Timeline panel time ruler.

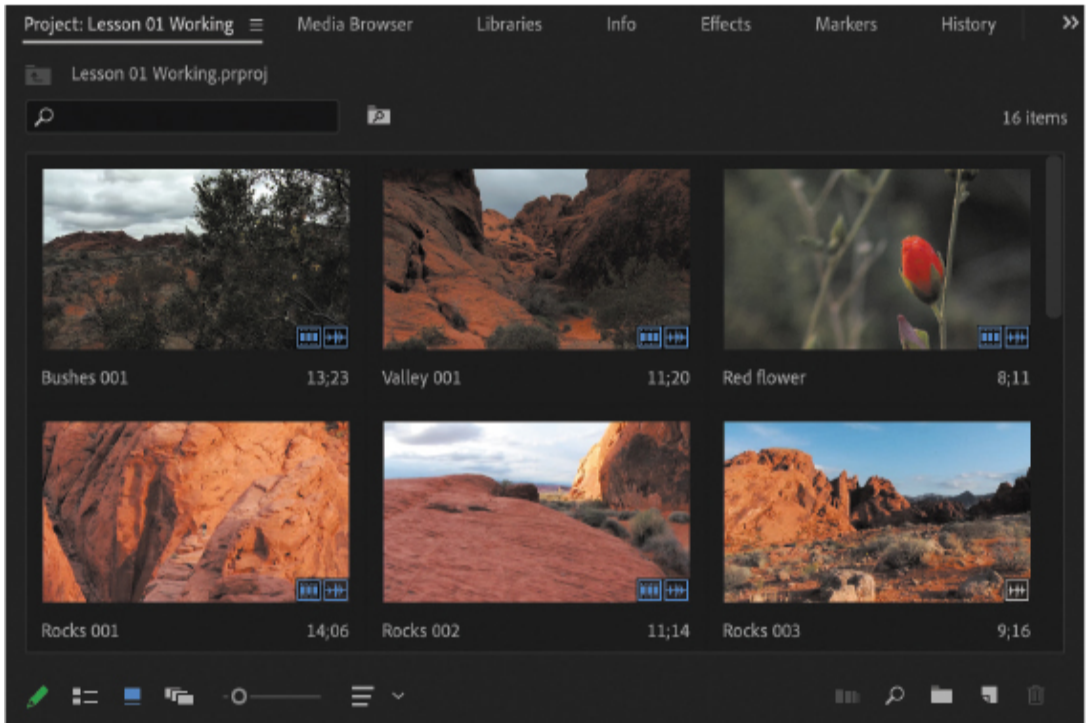
6. Press the spacebar to play the current sequence. The Program Monitor (top-right corner of the Premiere Pro interface) displays the contents of the sequence.

In the lower-left corner of the Premiere Pro interface, you will find the Project panel, which contains clips and other assets associated with the current project. The panel name includes the current project name, Project: Lesson 01 Working.



The lower-left corner of the Project panel holds a series of buttons that you use to select different ways of viewing the contents of the panel.

7. Click the Icon View button if it's not already selected.



Icon view makes it easier to identify clips based on their contents.

8. Drag the clip named Bushes 001 from the Project panel to the end of the existing series of clips already in the Timeline panel. Be sure to drag it by the thumbnail image and not the clip name.

   If you line up the new clip with an existing clip, you'll notice the new clip jumps into position, exactly aligning with the end of the existing clip. If this does not happen, snapping is turned off in the Timeline

panel. Click the Snap In Timeline button at the upper-left corner of the Timeline panel to turn it on .

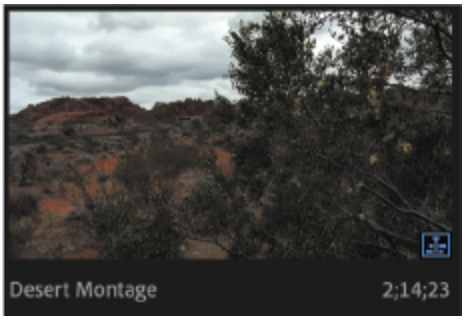
9. Scroll down in the Project panel and find several more clips of your choice to add to the sequence. Drag each one into the sequence.

   At any time, you can review your sequence by positioning the Timeline playhead at the beginning of the sequence (at its left end) and using the spacebar to start and stop playback.

10. When you have finished adding several clips to the sequence, play through it to see the result.

    You can place the Timeline playhead anywhere and play from that moment.

There is one item you will not be able to drag from the Project panel into the sequence: the sequence itself, called Desert Montage.



The Project panel displays both clips and sequences. You can have as many sequences as you like in a project, and they are identifiable by the icon in the lower-right corner of the clip thumbnail (in Icon view or in Freeform View) or the item icon in List view .

Congratulations! You edited a sequence!

Exploring workspaces

The Premiere Pro interface is divided into *panels*. Each panel has a particular purpose. For example, the Effects panel lists all the effects

available for you to apply to clips, while the Effect Controls panel gives you access to the settings for those effects.

Tip

The Reset To Saved Layout command displays a keyboard shortcut in the menu. Many tasks can be performed using keyboard shortcuts, including choosing workspaces. If you're using a computer with a non-U.S. keyboard, the shortcuts available to you might use different keys from the ones shown here. See "Using and setting keyboard shortcuts" later in this lesson for more information.

A *workspace* is a preset arrangement of panels, organized to make particular tasks easier. There's one for editing, another for working on audio, and another for making color adjustments, for example.

Every panel is accessible from the Window menu, but workspaces are a quicker way to access several panels at once and have them laid out exactly as you need them.

Before you begin, make sure you're using the default Editing workspace by choosing Window > Workspaces > Editing. Then, to reset the Editing workspace, choose Window > Workspaces > Reset To Saved Layout.

The name of your current project is displayed at the top of the Premiere Pro interface.

At the top left of the interface, the Home button opens the Home screen, allowing you to quickly open a recent project or create a new one.

Next to the Home button, the words *Import*, *Edit*, and *Export* are all buttons you can click; these floating words are examples of an elegant design feature you'll discover in a number of areas in Premiere Pro. The buttons switch the interface between these three important modes.

For now, stay in the Edit mode—you will learn about the other modes in later lessons.

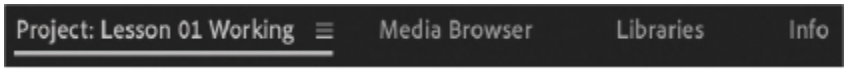
At the top right of the interface, the Workspaces menu gives quick access to several workspaces for particular tasks. You'll use some of these workspaces as you progress through these lessons. For now, make sure Editing is selected.

Tip

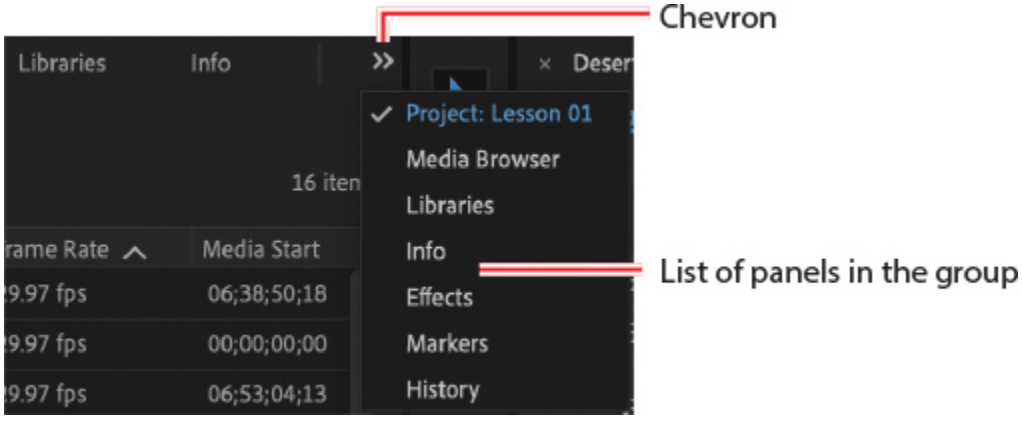
In the Workspaces menu, choose Show Workspace Label to display the name of the current workspace next to the menu.

If you're new to nonlinear editing, the default Editing workspace might look like a lot of new buttons and menus to learn. Don't panic. Things become simpler when you know what the buttons are for. The interface is designed to make video editing easy, so commonly used controls are immediately accessible.

Workspaces consist of particular panels positioned and sized helpfully. You can save space by gathering several panels into a *panel group*. The names of all the panels in the group are displayed across the top. Click a panel name to bring that panel to the "front" of the group.



When many panels are combined, there may not be enough space to display all their names. If this is the case, a list of all the panels in the group becomes available. Click the chevron in the upper-right corner of the panel group to access a particular panel.



You can display any panel by choosing it from the Window menu, so if you can't locate a panel, just look there.

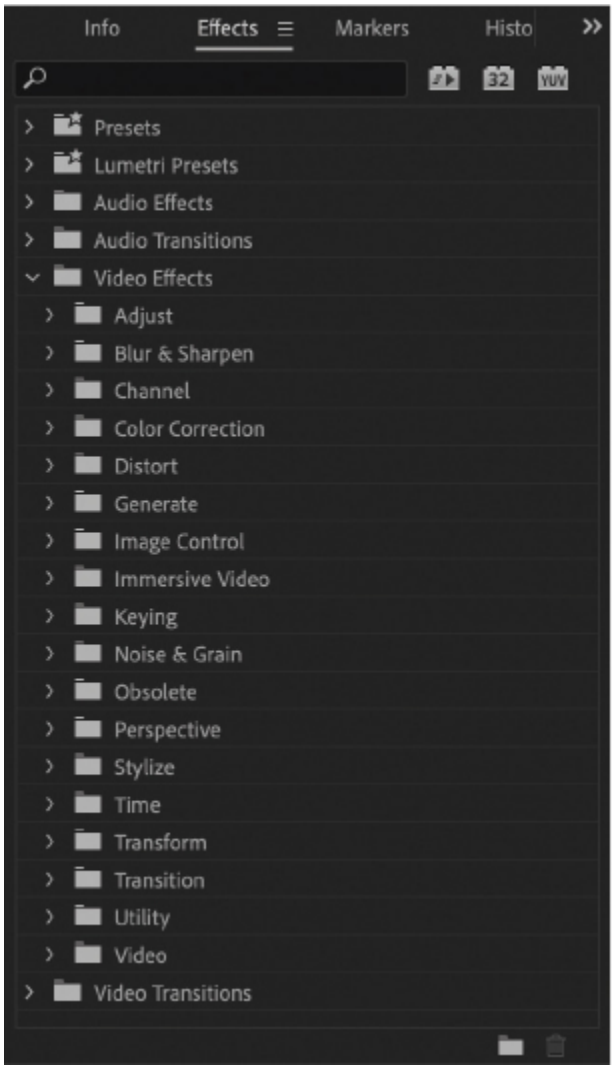
The principal elements are shown here.

Some of the important interface elements include:

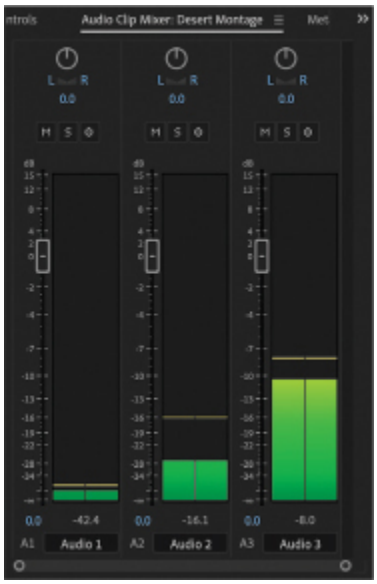
- **Project panel:** This is where you organize your clips (these are the links to your media files), sequences, and graphics in *bins*. Bins are similar to folders—you can place one bin inside another for more advanced organization of your project.

- **Timeline panel:** This is where you'll do most of your creative work. You view and work on *sequences* (the term for video clips edited together) in the Timeline panel. One feature of sequences is that you can *nest* them (place one sequence inside another sequence). Combining sequences this way, you can break up a production into manageable chunks or create unique special effects.
- **Tracks:** You can layer—or *composite*—video clips, images, graphics, and titles on an unlimited number of tracks. Video and graphic clips on upper video tracks cover whatever is directly below them on the timeline. Therefore, you need to give clips on higher tracks some form of transparency or reduce their size if you want clips on lower tracks to show.
- **Monitors:** Use the Source Monitor (on the left) to view and select parts of clips (your original footage). To view a clip in the Source Monitor, double-click its icon in the Project panel, or drag it into the Source Monitor. The Program Monitor (on the right) shows the contents of your current sequence, displayed in the Timeline panel.
- **Media Browser:** This panel allows you to browse your storage to choose media to import into your project. Like Import mode, the Media Browser is especially useful for camera media and RAW files because it allows you to preview the files before importing. You can use Import mode to import, too, but the Media Browser has additional options to help you stay organized.
- **Libraries:** This panel gives access to assets that you can share between projects, such as custom Lumetri color Looks, Motion Graphics templates, graphics, and shared libraries. For more information, go to *helpx.adobe.com/premiere-pro/using/creative-cloud-libraries.xhtml*.
- **Effects panel:** This panel contains most of the effects you will use in your sequences, including video and audio effects and transitions. Effects are grouped by type to make them easier to find, and there's a search box at the top of the panel. Once applied, the controls for these effects are displayed in the Effect Controls panel.
- **Effect Controls panel:** This panel displays the controls for any effects applied to a clip you select in a sequence or open in the Source

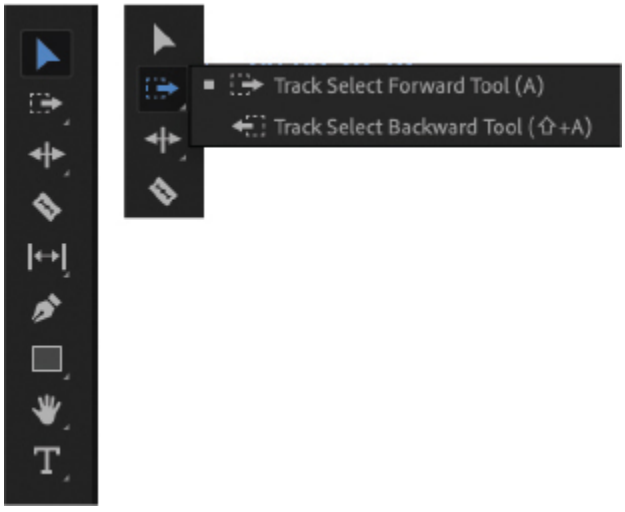
Monitor. If you select a visual clip in the Timeline panel, Motion, Opacity, and Time Remapping adjustment controls are automatically available. Most effect settings can be adjusted over time.



- Audio Clip Mixer: This panel is based on audio production studio hardware, with volume sliders and pan controls. There is one set of controls for each audio track on the timeline. The adjustments you make are applied to audio clips. There's also an Audio Track Mixer for applying audio adjustments to tracks rather than to clips.



- **Tools panel:** Each icon in this panel gives access to a tool that performs a specific function in the Timeline panel or the Program Monitor. You'll use and learn more about many of these tools in upcoming lessons. The Selection tool is context-sensitive, which means it changes function depending on where you click. If your pointer doesn't work as you expect, check to see you have the right tool selected.



Several tools have a small triangle icon, indicating a menu of additional tools. Click and hold one of these tools to see the menu of options.

- **Info panel:** The Info panel displays information about any item you select in the Project panel or any clip or transition you select in a

sequence.

- **History panel:** This panel tracks the steps you take and lets you easily undo a series of changes. When you select a previous step, all steps that followed it are also undone.
- **Quick Export:** This button in the upper-right corner gives fast access to popular media file export options for sharing your work.

Most panels display their name at the top. When a panel is grouped with other panels, the name is underlined when you select it. The currently active panel is outlined in blue. Most panels have a menu next to their name with options particular to that panel; this important menu is simply called the *panel menu*. For example, the Project panel menu provides options for the Project panel.

Using the Learning workspace

Although other workspaces are intended to facilitate a particular creative activity, the Learning workspace is an exception. This workspace includes the Learn panel, which offers tutorials to help you build familiarity with the Premiere Pro interface and learn important skills.

You will find the tutorials complement the exercises in this book well, and you may find it helpful to practice first with this book and then explore the relevant tutorials to reinforce the lessons you have learned.

Customizing a workspace

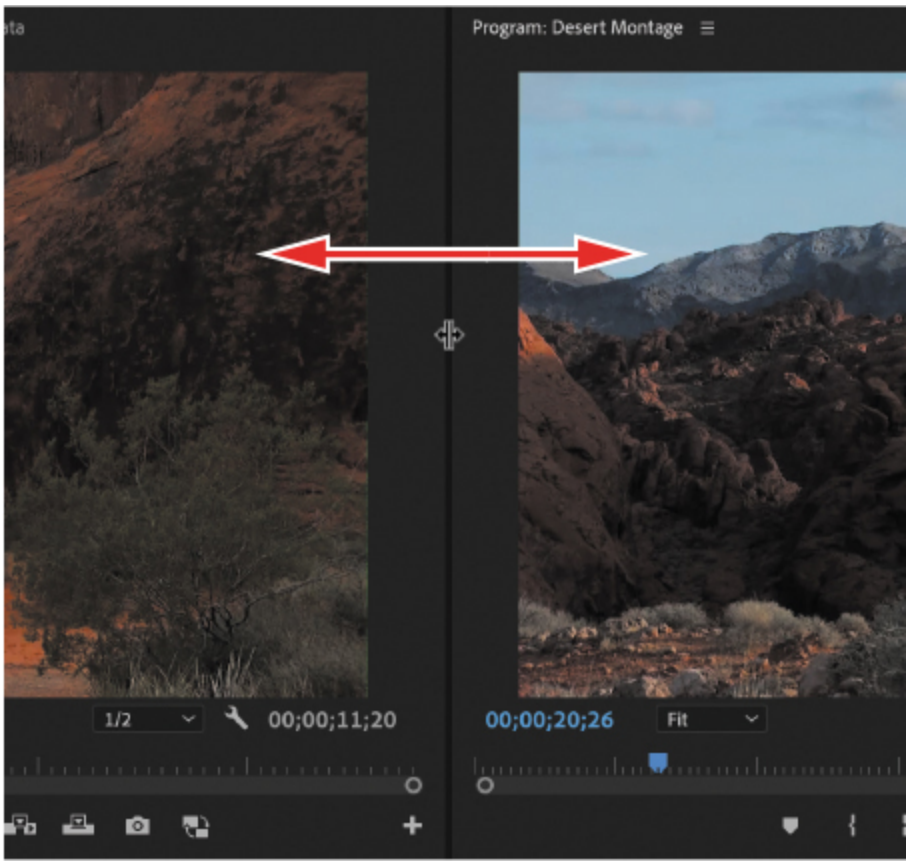
In addition to choosing between the default workspaces, you can adjust the position and location of panels to create a workspace that works best for you. You can create multiple custom workspaces for different tasks.

- As you change the size of a panel or panel group, other panels change size to compensate.
- Every panel within a panel group is accessible by clicking its name.

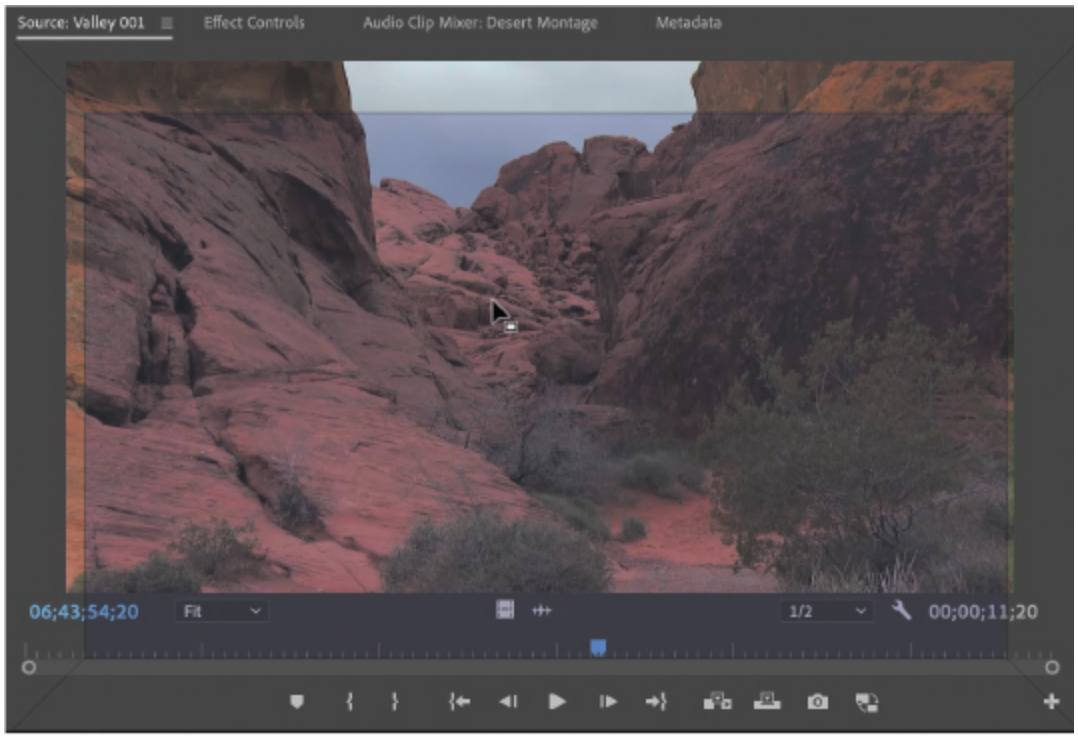
- All panels are movable—you can drag a panel from one group to another.
- You can drag a panel out of a group to become a separate floating panel.
- You can double-click the name of any panel to toggle it between full screen and its original size.

In this exercise, you'll adjust some panels and save a customized workspace.

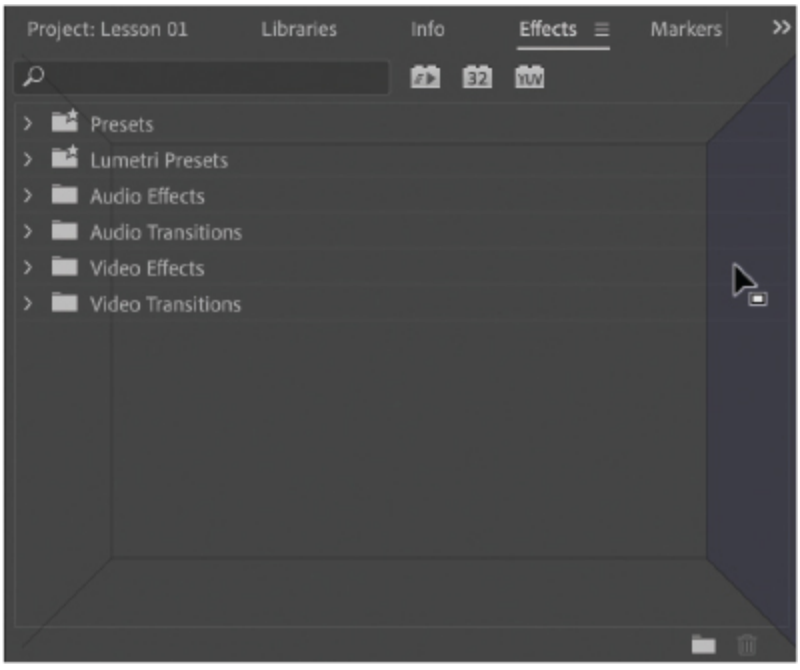
1. In the Project panel, double-click the icon for the clip Valley 001 to open it in the Source Monitor.
2. Position your pointer on the vertical divider between the Source Monitor and the Program Monitor. The pointer will change to a double-headed arrow when it's in the right position. Drag left and right to change the sizes of those panels. You can choose to have different sizes for your video displays, which is useful at different stages of post-production.



3. Now place the pointer on the horizontal divider between the Program Monitor and the Timeline panel. The pointer will change when it's in the right position. Drag up and down to change the sizes of these panels.
4. Click the name of the Media Browser (at its top), and drag it to the middle of the Source Monitor until a blue rectangle appears (the *drop zone*—displayed as a center highlight). Release the Media Browser to dock it in that panel group.



5. Drag the Effects panel (which is grouped with the Project panel by default) by its name to a point just inside the right edge of its current panel group until a blue trapezoid-shaped area (the drop zone) is highlighted.



6. Release the Effects panel; it is now alone in its own panel group. Remember, if you can’t see the Effects panel, you can choose it from

the Window menu.

When you drag a panel by its name, a drop zone is displayed. If the highlighted drop zone is a rectangle, the panel will go into the selected panel group as an additional tab when it's dropped. If the drop zone is a trapezoid, it will create a new panel group. If the drop zone is green, you'll create a new panel group that is the full length or width of the Premiere Pro interface.

You can also pull panels into their own floating windows.

7. Command-drag (macOS)/Ctrl-drag (Windows) the Source Monitor out of its panel group.

> **Tip**
>
> You may need to resize some panels to see all of their controls.

8. Drop the Source Monitor anywhere, creating a floating panel. You can resize the panel by dragging a corner or a side.

Note

You can save changes to new workspaces you have created. When you do, resetting to default will restore the most recently saved version of the workspace.

As you gain experience, you might want to create and save the layout of your panels as a customized workspace. To do so at any time, choose Window > Workspaces > Save As New Workspace. Type a name, and click OK.

9. Now, to return to a recognizable starting point, choose Window > Workspaces > Editing. Then, to reset the Editing workspace, choose Window > Workspaces > Reset To Saved Layout.

Introducing preferences

The more you edit video, the more you'll want to customize Premiere Pro to match your specific needs. Premiere Pro has several types of settings. For example, panel menus , which are accessible by clicking the menu button next to a panel name, have options that relate to each panel, while individual clips in a sequence have settings you can access by right-clicking them.

The panel name, displayed at the top of each panel, is often referred to as the *panel tab*. This is the area of a panel you use to move the panel, almost like a handle you can grab the panel by.

There are also application-wide user preferences, which are grouped into a single dialog box for easy access. These don't change from project to project. Preferences will be covered in depth as they relate to the individual lessons in this book. Let's look at an example.

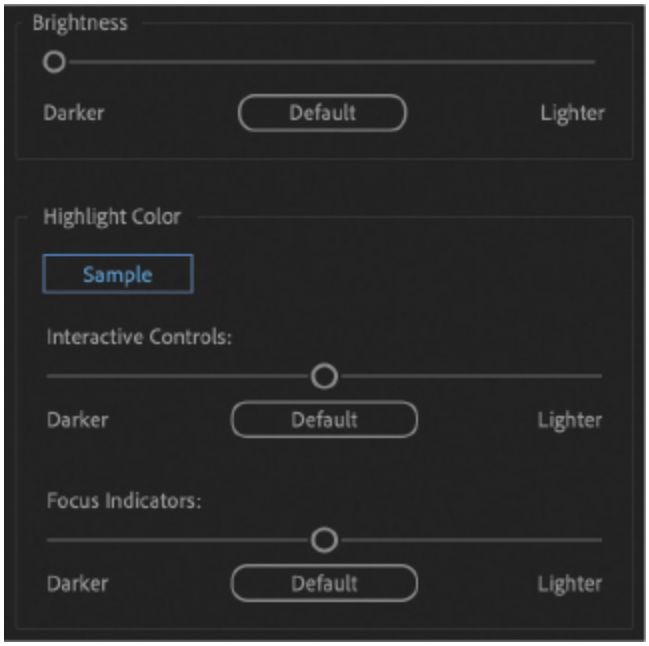
Note

You can change the font size for List view in the Project panel by choosing Font Size from the panel menu and then choosing Small, Medium (Default), Large, or Extra Large from the submenu.

1. Choose Premiere Pro > Settings > Appearance (macOS) or Edit > Preferences > Appearance (Windows).

Note

When you open the Preferences dialog box, it's not too important which category you choose from the menu first, as you can always quickly switch to another.



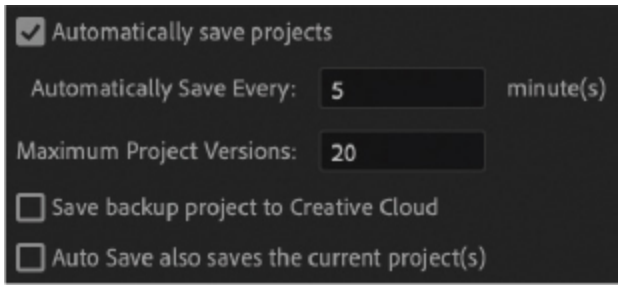
2. Drag the Brightness slider to the right to suit your preference.

   The default brightness is a dark gray to help you see colors correctly (human perception of color is influenced by surrounding colors). There are additional options for controlling the brightness of interface highlights.

3. Experiment with the Interactive Controls and Focus Indicators sliders. The difference in the brightness of the onscreen sample is subtle, but adjusting these sliders can make quite a big difference to your editing experience.

4. Set all three settings to Default by clicking the Default buttons when you have finished experimenting.

5. Switch to the Auto Save preferences by clicking Auto Save on the left.



Imagine if you had worked for hours and then there was a power outage. If you hadn't saved recently, you'd have lost a lot of work. With the Auto Save options, you can decide how often you would like Premiere Pro to save an automated backup of your project file and how many versions you would like to keep in total. Auto Save backups automatically have the date and time they were created added to the filename.

- Note

  Premiere Pro allows you to open multiple projects at the same time. For this reason, you'll see options for "project(s)" rather than just "project."

Project files are small relative to media files, so you can usually increase the number of project versions without impacting system performance.

You'll notice there's an option to save a backup project to Creative Cloud.

This option creates an additional backup of your project file in your Creative Cloud Files folder. If you suffer a total system failure while working, you can log in to any Premiere Pro editing system with your Adobe ID to access the backup project file and quickly continue working. For this to work, you also have to make sure that you have backups—preferably multiple backups—of all your media files.

6. Click Cancel to close the Preferences dialog box without applying any changes.

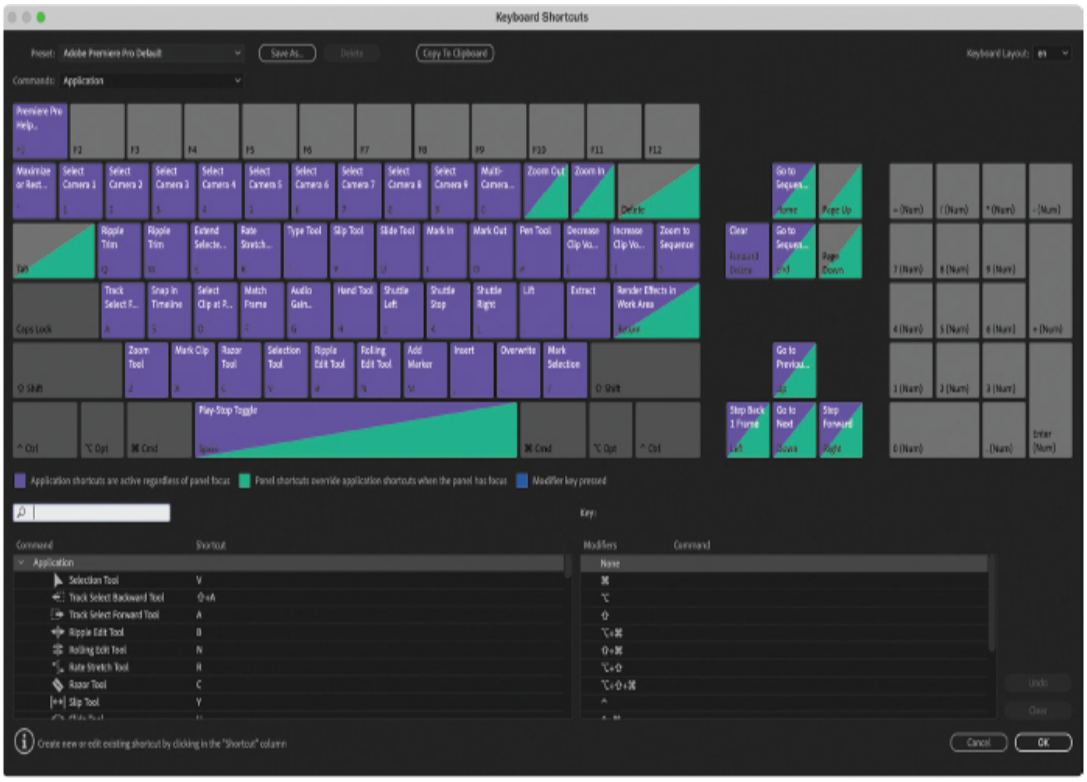
Using and setting keyboard shortcuts

Premiere Pro makes extensive use of keyboard shortcuts. Once you know them, these are usually faster and easier than clicking an item in a menu or hunting down an item in a panel. Several keyboard shortcuts are shared universally by nonlinear editing systems. The spacebar, for example, starts and stops playback—this even works on some websites.

Some standard keyboard shortcuts come from celluloid film-editing traditions. The I and O keys, for example, are used to set In and Out points for footage and sequences: These special marks indicate the start and end of a desired section and were originally drawn on celluloid directly.

Many shortcuts are available, but not all are assigned a key by default. This allows flexibility when setting up your editing system.

1. Choose Premiere Pro > Keyboard Shortcuts (macOS) or Edit > Keyboard Shortcuts (Windows).

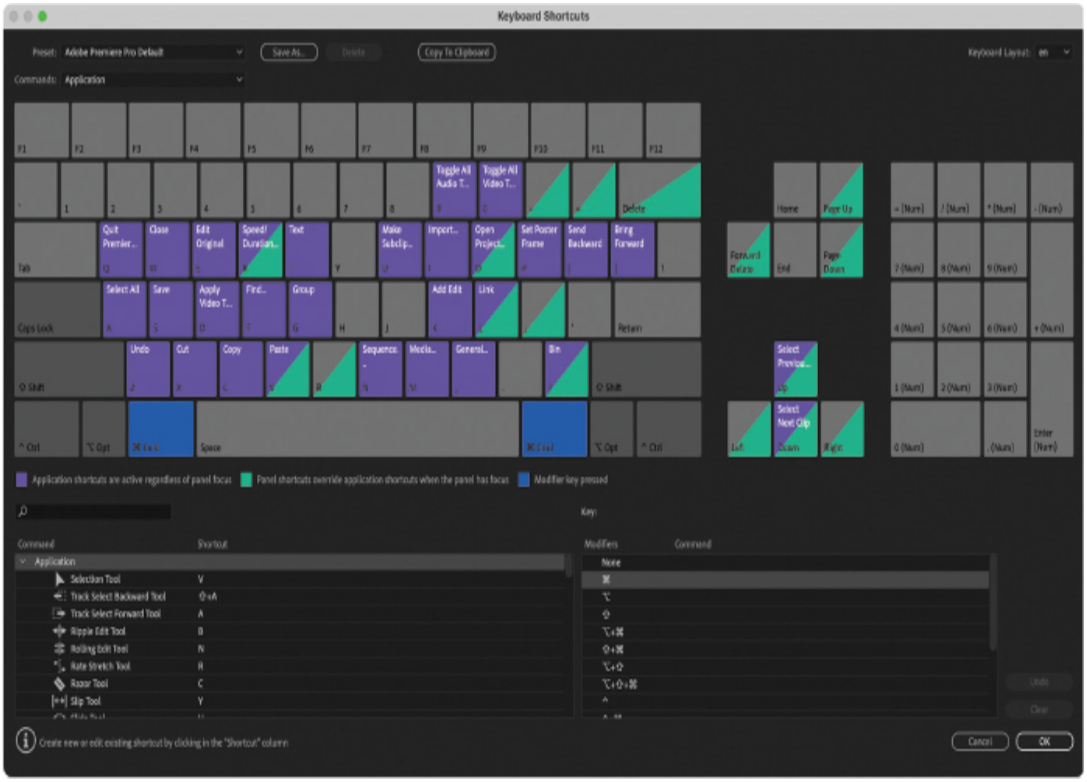


It can be a little daunting to see the number of keyboard shortcuts available, but by the end of this book you will recognize most of the options displayed here. Some keyboard shortcuts are specific to individual panels.

2. You can use the Commands menu at the top of the dialog box to choose the name of a panel to create or edit shortcuts for that panel. By default, the dialog box shows application-wide shortcuts.

   Specialized keyboards are available with color-coded keys that have shortcuts printed on them. These make it easier to remember commonly used shortcuts.

3. When you open the Keyboard Shortcuts settings, the search box is automatically active to help you find a particular shortcut. Click outside of the search box (to deselect it), and try pressing Command (macOS) or Ctrl (Windows).



   The keyboard shortcut display updates to show the results of combining the modifier key with the character keys. Notice there are many keys without shortcuts assigned when you use a modifier key. These are available for you to assign your own shortcuts.

4. Now try combinations of modifier keys including Shift+Option (macOS) or Shift+Alt (Windows). You can set keyboard shortcuts with any combination of modifier keys.

If you press a character key, or character and modifier key combination, that particular shortcut information is displayed.

The list at the bottom left of the Keyboard Shortcuts dialog box includes every option you can assign to a key—it's a long list, so use the search box at the top to help you find the option you want.

5. To change a keyboard shortcut:
   - Having found an option you would like to assign to a key, drag it from the list onto the key you would like to use in the upper part of the dialog box. If you hold modifier keys while performing this operation, they'll be included in the shortcut. You can also drag a key from the virtual keyboard onto an option.
   - To remove a shortcut, click the key, and choose Clear at the lower-right corner.
6. For now, click Cancel.

Moving, backing up, and syncing user settings

User settings include a number of important options. The defaults work well in most cases, but it's likely you'll want to make a few adjustments over time. For example, you might prefer the interface to be brighter than the default.

Premiere Pro includes the option to share your user settings between multiple computers: When installing Premiere Pro, you will enter your Adobe ID to confirm your software license. You can use the same ID to store your user settings in Creative Cloud, allowing you to synchronize and update them from any installation of Premiere Pro.

You can sync your user settings while working with Premiere Pro by choosing Premiere Pro > Sync Settings > Sync Settings Now (macOS) or File > Sync Settings > Sync Settings Now (Windows).

If a dialog box appears asking if you would like to save changes you have made, click Yes.

Review questions

1 Why is Premiere Pro considered a nonlinear editor?

2 Describe the basic video-editing workflow.

3 What is the Media Browser used for?

4 Can you save a customized workspace?

5 What is the purpose of the Source Monitor and the Program Monitor?

6 How can you drag a panel to its own floating panel?

Review answers

1 Premiere Pro lets you place video clips, audio clips, and graphics anywhere in a sequence; rearrange items already in a sequence; add transitions; apply effects; and do any number of other video-editing steps in any order that suits you. You're not tied to a particular line of action.

2 Transfer media to your computer; create a sequence by combining video, audio, and still-image clips in the Timeline panel; make color correction adjustments; add effects and transitions; add text and graphics; mix your audio; and export the finished product as a video file.

3 The Media Browser allows you to browse and import media files without having to open an external file browser. It's particularly useful when you're working with video camera footage because it allows you to easily preview footage.

4 Yes. You can save any customized workspace by choosing Window > Workspaces > Save As New Workspace.

5 You can view and select part of your original footage in the Source Monitor and use the Program Monitor to view the

contents of the current sequence displayed in the Timeline panel.

6 Drag the name of the panel while holding down Command (macOS) or Ctrl (Windows).

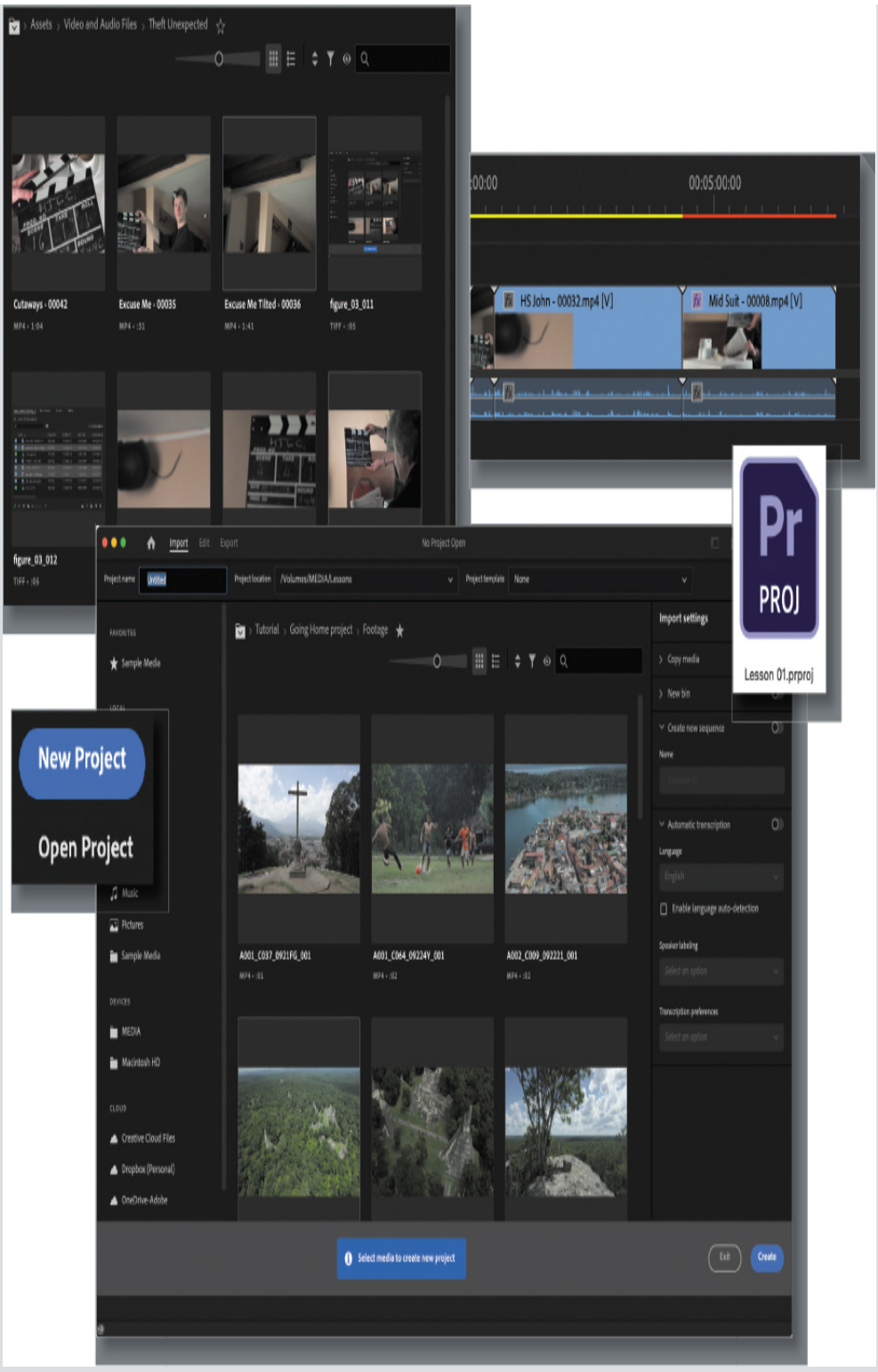
2 Setting Up a Project

Lesson overview

In this lesson, you'll learn how to do the following:

- Choose project settings.
- Choose video rendering and playback settings.
- Choose video and audio display settings.
- Create scratch disks.
- Use sequence presets.
- Customize sequence settings.

This lesson will take about 60 minutes to complete. You will not need any of the lesson files.



Before you begin editing, you'll learn how to create a new project and choose sequence settings that tell Premiere Pro how to play your video and audio clips.

Starting the lesson

If you're not yet familiar with video and audio technology, you might find all the options a little overwhelming. Luckily, Adobe Premiere Pro gives you easy shortcuts to get started. Plus, the principles of video and sound reproduction are the same no matter what kind of project you're creating.

It's just a question of knowing what you want to do. To help you plan and manage your projects, this lesson contains information about formats and video technology. You may decide to revisit this lesson later, as your familiarity with Premiere Pro and nonlinear video editing develops. You don't need to understand all of these concepts to edit videos.

In practice, you're unlikely to make changes to the default settings when creating a new project, but it's helpful to know what the options mean.

Lesson 01.prproj

A Premiere Pro project file stores links to all the video, graphic, and sound files you have imported.

Each item is displayed in the Project panel as a clip. The name *clip* originally described a section of celluloid film (lengths of film were literally clipped to separate them from a roll), but these days the term refers to any item in the project, regardless of the type of media. You could have an audio clip or an image sequence clip, for example.

Note

Premiere Pro project files are identical on macOS and Windows. Apart from a small number of differences in menu layouts, the user experience is the same on both operating systems too.

Clips displayed in the Project panel appear to be media files, but they are actually only links to those files. It's helpful to understand that a clip

displayed in the Project panel and the media file it links to are two separate things. For example, you can delete one without affecting the other (more on this later).

When working on a project, you will create at least one *sequence*—that is, a series of clips that play, one after another, sometimes overlapping, with special effects, titles, and sound, to form your completed creative work. While editing, you will choose which parts of your clips to use and in which order they'll play.

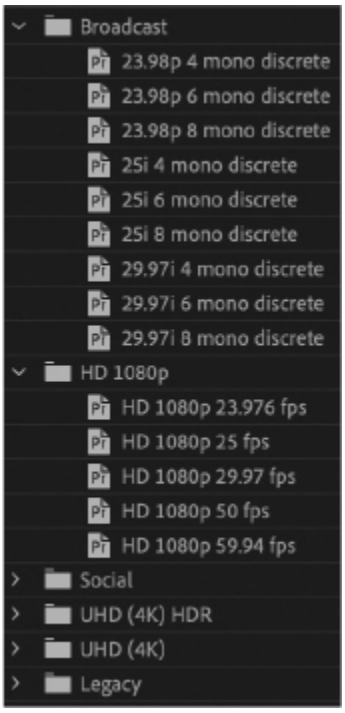
The beauty of nonlinear editing with Premiere Pro is that you can change your mind about almost anything, at any time.

Premiere Pro project files have the file extension *.prproj*.

Starting a new project is straightforward. You create a new project file, import media, choose a sequence preset, and start editing. The first three of these steps can be completed all at once!

When you create a new project, you can choose to automatically create a sequence with settings that match your media. You can also create one or more sequences later. Whichever method you choose, your sequence(s) will have playback settings (such as frame rate and frame size).

It's important to understand how the sequence settings change the way Premiere Pro plays your video and audio clips (all clips are automatically adjusted, if necessary, to match the sequence settings). If you decide to configure sequence settings manually, you can speed up the process by using a preset to choose the settings and then make adjustments, if necessary, for your particular project.



Even if you create a sequence automatically based on your media, it’s helpful to understand all of the settings because you may discover you need to adjust one or more options for a particular project.

You need to know the kind of video and audio your camera records because your sequence settings will usually be based on your source footage to minimize conversion during playback. Sequence settings presets are named after delivery standards like Broadcast, HD, Social, and UHD. Still, you’ll want to choose an option that is as close as possible to your original media, leaving any conversion to the final output stage.

In this lesson, you’ll learn how to create a new Premiere Pro project and choose sequence settings. You’ll also learn about different kinds of audio tracks and what preview files are.

About seconds and frames

When a camera records video, it captures a series of still images of the action. When it captures enough images each second, the result looks like moving video during playback. Each picture is called a frame, and the number of frames each second is usually called the frames per second (fps) or the recording or playback frame rate.

The fps will vary depending on your camera/video format and settings. It could be any number, including 23.976, 24, 25, 29.97, 30, 50, or 59.94. Most cameras allow you to choose between more than one frame rate and more than one frame size. It's important to know the recording settings for your media so you can be sure you have selected the correct playback options in Premiere Pro

Creating a project

Note

To ensure that the tools function and the defaults are set exactly as described in this lesson, reset the Premiere Pro preferences by holding the Option/Alt key while launching the application and then clicking Continue.

Let's begin by creating a new project.

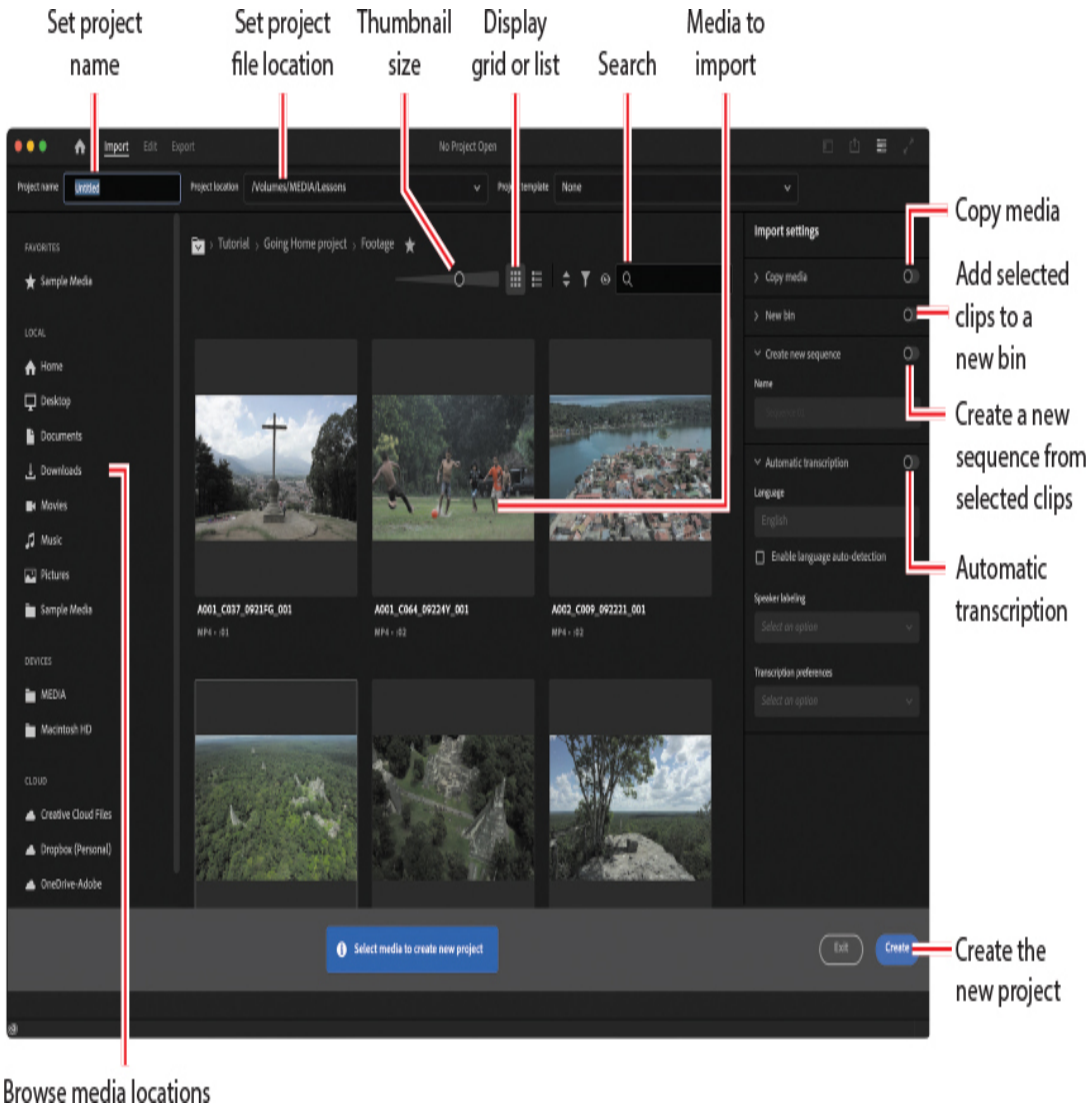
1. Launch Premiere Pro. The Home screen appears. Click the magnifying glass at the top right of the Home screen to open a multipurpose Search screen. If you enter text into the text box at the top of the screen, Premiere Pro will list the names of previously opened project files and tutorials from Adobe Premiere Pro Learn & Support that contain the text. You must be connected to the internet to access the tutorials.

   - **What's new:** Next to the magnifying glass is a gift box icon. Click this to display a list of significant features in the Premiere Pro version you are using.

- **User button:** Next to the gift box icon is a thumbnail of your Adobe ID profile picture. If you just signed up, this may be a generic thumbnail. Click the button to manage your Creative Cloud account online.

2. Click New Project to open Premiere Pro in Import mode, with project creation options displayed.

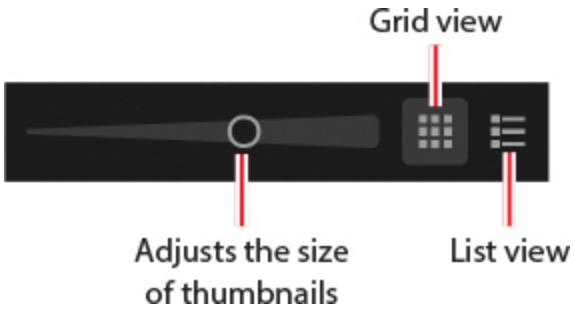
The dialog box that appears serves two purposes.



While you work on an existing project, this is the screen you'll use to browse and import media. You can also create a new project and sequence here, which is what you're going to do next.

On the left side, you can browse the various storage locations on your system. When you select a location, media files stored there will appear in the middle section of the screen. By default, sample media is displayed.

You can change the size of thumbnails and switch between displaying thumbnails in a grid or a list of items using the controls at the top.



On the right side, there are four options you can select to speed up project creation:

- Copy Media: Copies of the media files you have selected will be placed in the location of your choice. Premiere Pro will then use these copies in your project, not the original files. This can be useful if you are adding media from external drives or camera cards that you might remove later.
- New Bin: In a project, clips can be organized in containers that work a lot like folders, called *bins*. With this option toggled on, a bin will be added to the project automatically with selected clips placed inside it.
- Create New Sequence: Automatically create a sequence with settings that match the first clip you select (for more information on sequence settings, see "Setting up a sequence" later in the lesson).
- Automatic Transcription: Automatically transcribe clips to allow Text-Based Editing techniques and fast caption creation.

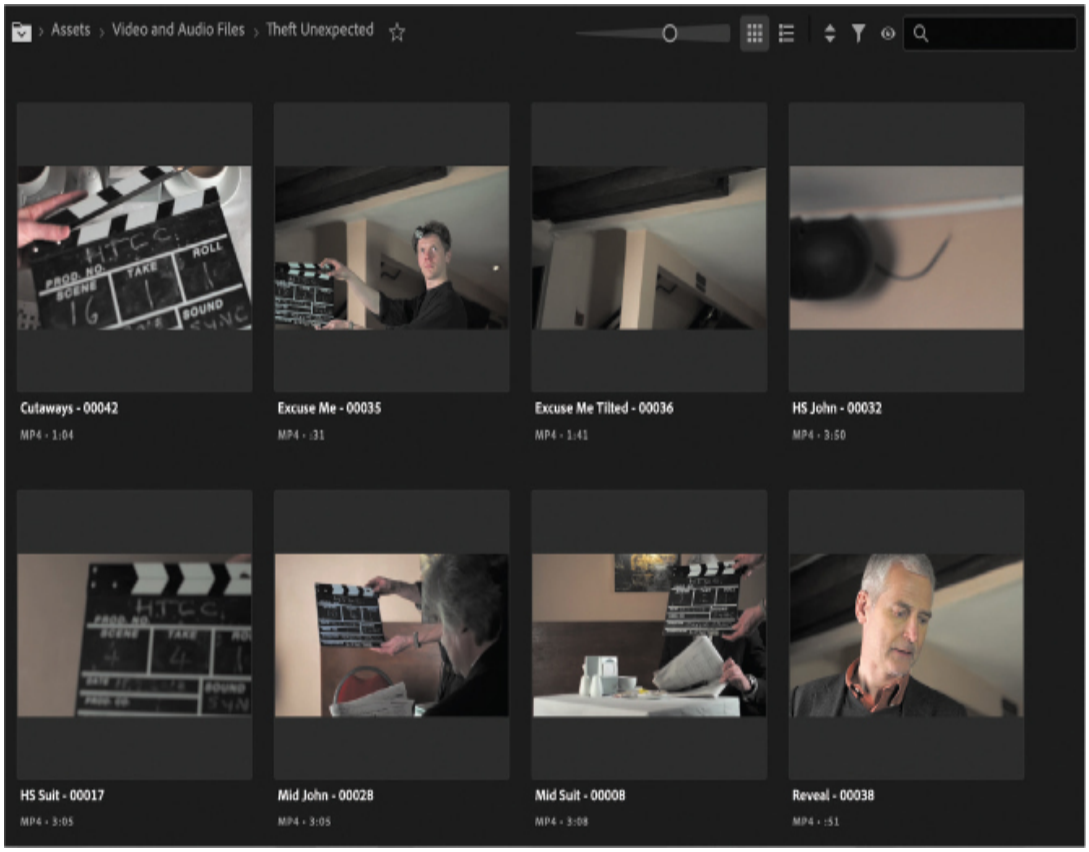
For now, you'll create a new project and sequence with just three clips so you can explore the important settings relating to project sequence

setup.

3. Click in the Project Name box, and name your new project **First Project**.
4. Click the Project Location menu and click Choose Location. Browse to the Lessons folder and click Choose to establish this folder as the location for the new project.

> **Note**
>
> When choosing a location for future project files, you may want to choose a recently used location from the Project Location menu.

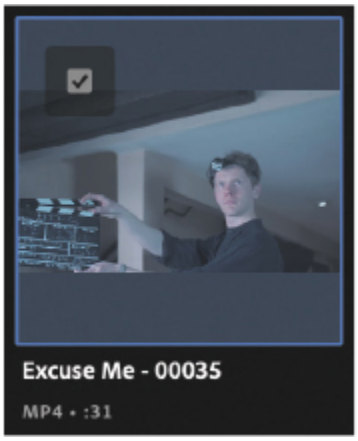
5. From the list of storage locations on the left side of the interface, select the location for the Lessons folder, and then, in the middle of the window, browse to the folder Lessons/Assets/Video And Audio Files/Theft Unexpected. Make sure the display is set to Grid View so you can view the clip thumbnails.



6. Click the Excuse Me – 00035 clip once to select it. Notice you can hover over thumbnails in the grid view to see a preview of their

contents.

When you select the clip, Premiere Pro highlights it in blue and adds it to a collection at the bottom of the window.

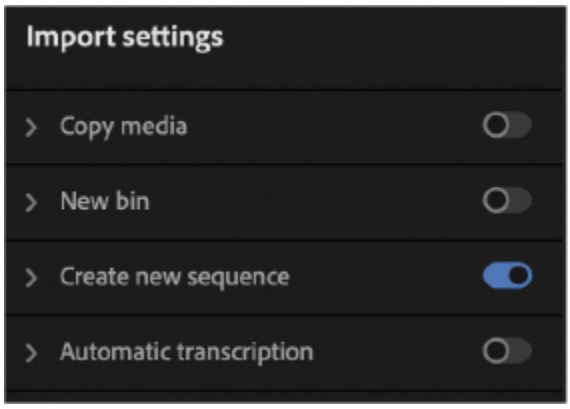


7. Single-click the clip HS John - 00032 and the clip Mid Suit - 00008. Notice all three clips are highlighted in blue and displayed in the collection at the bottom of the window.

You have now selected three clips to include in your new project. It’s not necessary to select media while creating a project, but it can speed up the process, particularly if you are working on a simple project with few clips.

8. On the right side of the window, in the Import Settings area, make sure Copy Media, New Bin, and Automatic Transcription are toggled off. Make sure Create New Sequence is toggled on.
9. Click Create to create your new project.

   You just created a project with three clips already added along with a sequence, ready and waiting for you to begin editing.



10. Until now, you have been selecting and resetting workspaces using the Window menu, but there's a handy shortcut: In the upper-right corner, click the Workspaces menu and choose Editing. This opens and positions several interface elements that are commonly used when editing.
11. To ensure you are viewing the default version of the Editing workspace, open the Workspaces menu again, and choose Reset To Saved Layout.
12. This is probably a good time to save your work. Choose File > Save.

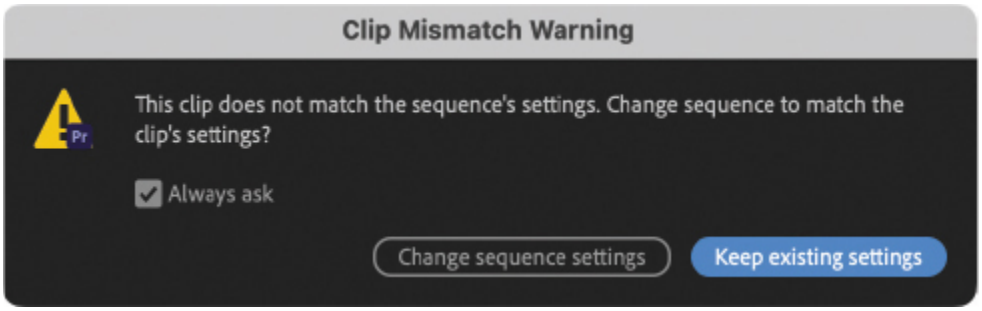
Setting up a sequence

In your Premiere Pro project, you will create a sequence (or several sequences) into which you'll place video clips, audio clips, and graphics. A *sequence* is an item that appears in your project, a little like an empty bucket that you will fill with clips. Just like media files, sequences have a frame rate (frames per second) and frame size (image resolution). If a clip has a frame rate or frame size that doesn't match the sequence settings, it's converted during playback. This automatic process of adapting all clips in a sequence to match the sequence settings (if necessary) is called *conforming*.

Each sequence in your project can have different settings. You'll generally want to choose settings that match your original media as precisely as possible to minimize conforming during playback. Matching the settings reduces the work your system must do to play your clips, improving playback performance and maximizing image quality.

If you're editing a project with mixed-format media, you may have to choose which media to match with your sequence settings. You can mix formats easily, but because playback performance improves when the clips match the sequence settings, you'll often choose settings that match the majority of your media files.

If the first clip you add to a sequence does not match the settings of your sequence, Premiere Pro checks if you would like to change the sequence settings automatically to match it.



When you're starting out in video editing, you may find the number of available file types, codecs, and formats a little overwhelming. Premiere Pro can work natively with a wide range of video and audio formats and codecs and will often play mismatched formats smoothly.

However, when Premiere Pro has to adjust video for playback because of mismatched sequence settings, your editing system must work harder to play the video, and this will impact real-time performance (you might experience more dropped frames that make the playback appear to freeze occasionally). It's worth taking the time before you start editing to make sure the sequence settings closely match your original media files.

The essential factors for video formats are always the same: the number of frames per second, the frame size (the number of pixels in the picture horizontally and vertically), and the audio format (Stereo, Mono, or 5.1 Surround Sound). If you were to turn your sequence into a media file without applying a conversion to it, then the frame rate, audio format, frame size, and so on for the new file would all match whichever settings you chose when you created the sequence.

When you output your sequence to a file, you can choose any format you like (for more on exporting, see Lesson 16, "Exporting Frames, Clips, and

Sequences”).

Creating a sequence that automatically matches your source

If you’re not sure what sequence settings you should choose, don’t worry. Premiere Pro can create a sequence based on your clip. In fact, you have already made a sequence this way, while creating your project.

You can also automatically create a new sequence with matching settings in the Project panel. At the bottom of the Project panel, you’ll find the New Item menu . You may need to resize the panel to see the icon. Use this menu to create new items for your project, including sequences, captions, and color mattes (full-screen color graphics useful for backgrounds).

To automatically create a sequence with format settings that match your media, drag any clip (or multiple clips, or even a whole bin) in the Project panel onto the New Item menu. A new sequence will be created with the same name as the first clip selected, as well as a matching frame size and frame rate.

You can also select one or more clips, right-click the selection, and choose New Sequence From Clip.

Using this method, you can be confident your sequence settings will work with your media. If the Timeline panel is empty, you can also drag a clip (or multiple clips) into it to create a sequence with matching settings.

Choosing the correct preset

If you know exactly the settings you need for a new sequence, you can configure the sequence settings precisely. If you’re not so sure, you can begin with a preset.

1. Click the New Item menu at the lower-right corner of the Project panel now and choose Sequence.

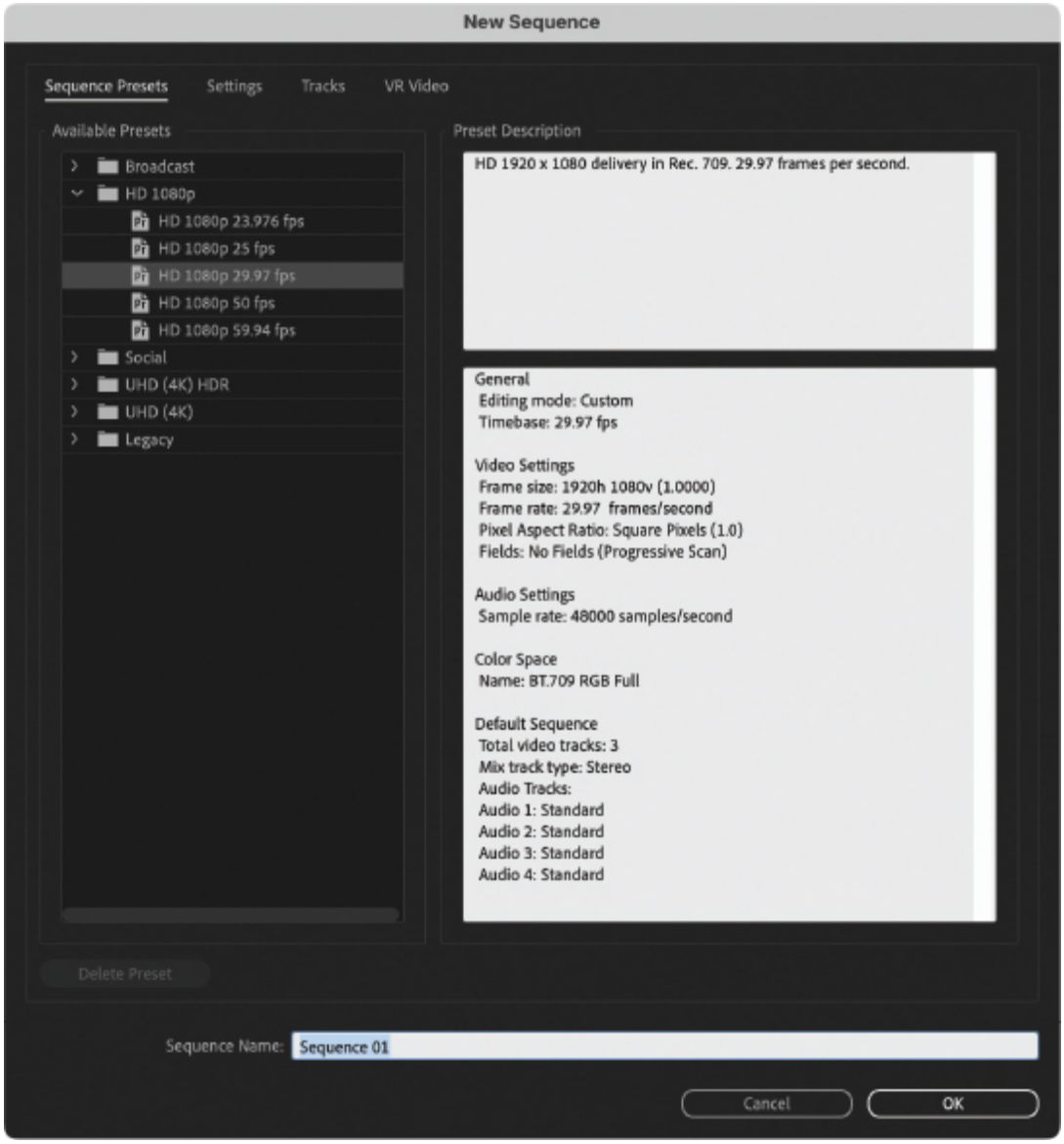
Tip

You can also press the keyboard shortcut Command+N (macOS) or Ctrl+N (Windows) to open the New Sequence dialog box.

Note

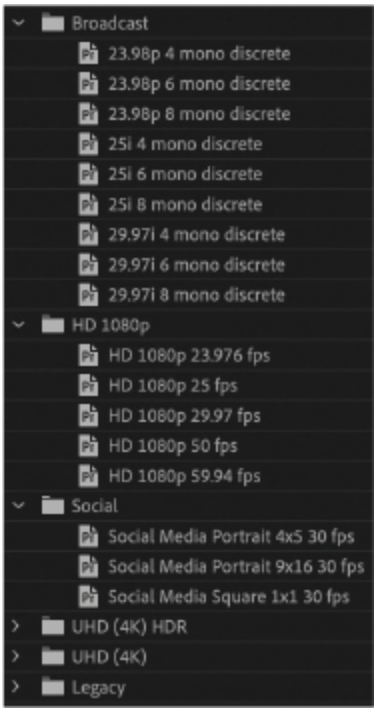
The Preset Description area on the right side of the Sequence Presets tab often describes the kind of camera used to capture media in this format.

The New Sequence dialog box has four tabs: Sequence Presets, Settings, Tracks, and VR Video.



When you choose a preset, Premiere Pro applies several settings that control the way video clips will be displayed when added to the sequence. After choosing a preset, you can adjust these settings on the Settings tab if necessary.

You'll find a wide range of preset configuration options for the most commonly used media formats, grouped based on delivery formats. There are also several legacy presets used by previous versions of Premiere Pro.



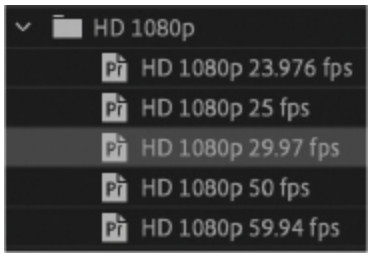
You can click the disclosure triangle to see specific formats in a group. These are typically designed around frame rates and frame sizes. Let's look at an example.

2. Click the disclosure triangle next to the group HD 1080p.

   You can now see five options based on frame rates, all with the same frame size. Remember that video cameras can often shoot video using multiple frame rates.

3. Select the HD 1080p 29.97 fps preset by clicking its name.

   For this sequence, use the default settings. Take a moment to familiarize yourself with the description displayed on the right.



4. Click in the Sequence Name box, and name your sequence **First Sequence**.
5. Click OK to create the sequence.

   You now have two sequences in the Project panel, Sequence 01 and First Sequence, and they have confusingly similar names! Even with a simple project of this kind, it's clear that staying organized is important.

   Note

   The name Sequence 01 is the default name given to sequences created when you use Import mode. To change it, expand the Create New Sequence setting and enter a new name in the Name field.

6. Choose File > Save.

   Congratulations! You have made a new project with Premiere Pro.

Codecs and formats

Codec is a shortening of the words *coder* and *decoder*. It's the way video and audio information is stored and replayed.

A file used to store video and/or audio, such as QuickTime MOV, MP4, or MXF, is a *container* that can contain one of many different video and audio codec configurations.

The media file is referred to as the *wrapper*, and the video and audio inside the file, stored using a codec, are sometimes referred to as the essence.

If you output your finished sequence to a file, you'll choose a format, a file type, and a codec.

The word *format* has multiple meanings depending on the context.

A format is a frame rate, frame size, audio sample rate, and so on. The word is also used to describe a type of media file or a collection of settings that incorporate both the visual and sound settings and the type of codec used, and its configuration.

For clarity, in this book we tend to use the word *format* to describe the frame rate, frame size, audio sample rate, and so on.

Customizing sequence settings

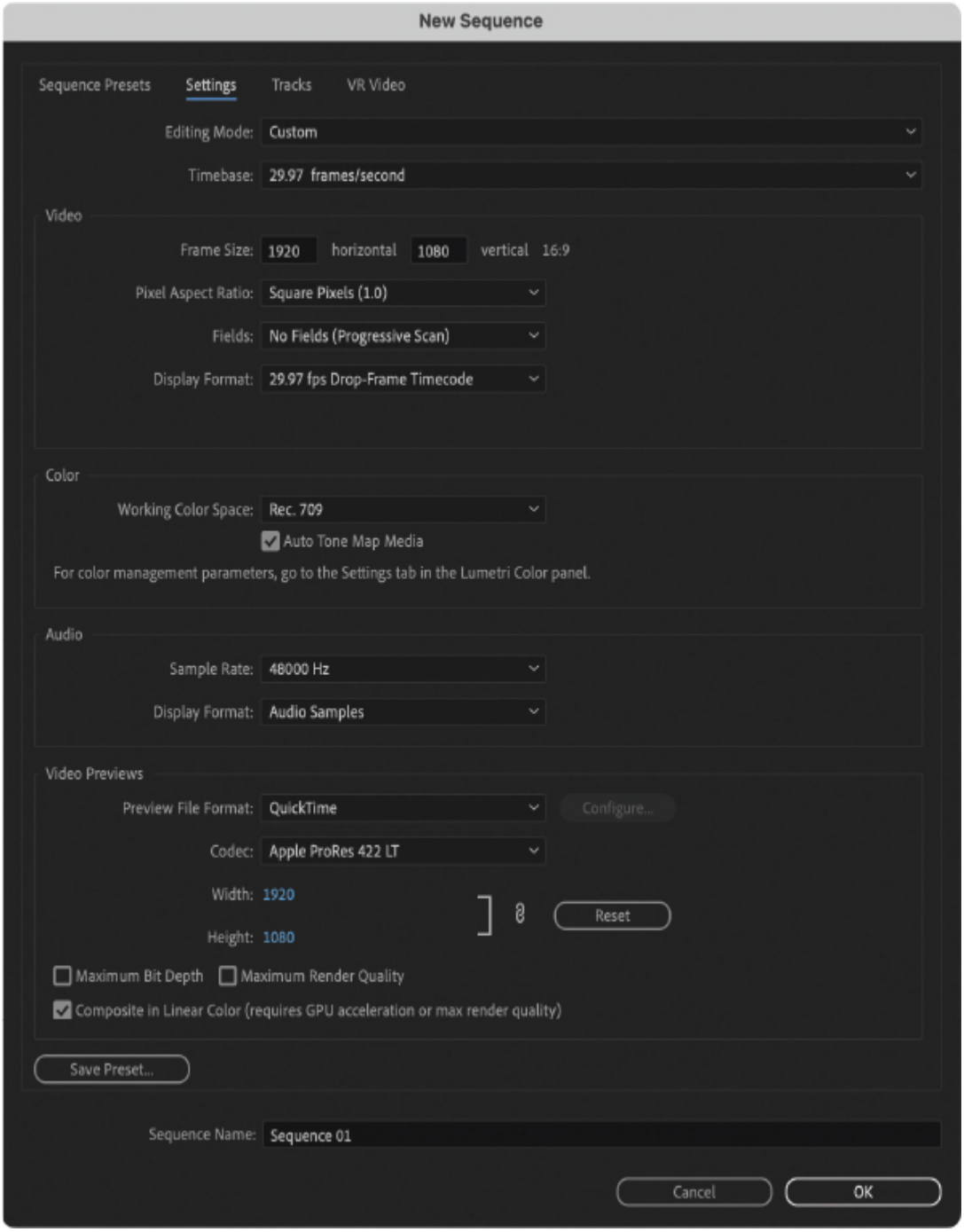
Once you've selected the sequence preset that most closely matches your source video, you may want to adjust the settings to meet a particular delivery requirement or in-house workflow. Let's take a look at those settings.

1. Choose File > New > Sequence.
2. Choose the HD 1080p 29.97 fps preset again by clicking its name. This lets you view the settings while reading about them.

Premiere Pro will automatically conform footage you add to your timeline so that it matches your sequence settings, giving you a standard frame rate and frame size, regardless of the original clip format. This makes the sequence settings a critical part of your project configuration.

> **Tip**
>
> You created a new sequence using the File menu this time. There are often several ways to achieve the same goal in Premiere Pro.

3. Click Settings at the top of the dialog box.



Tip

If you wanted to produce a square video for social media, you could change the frame size to 1080x1080 (or any other square resolution). To access the Frame Size options, use the Editing Mode menu to choose Custom.

You chose a 29.97 fps (frames per second) preset, which is used when broadcasting NTSC video on traditional TV networks.

Creating a sequence preset

Although the standard presets usually work, you may sometimes need to create a custom preset. To do so quickly, first choose a sequence preset that matches your media closely, and then make custom selections in the Settings and Tracks areas of the New Sequence dialog box. Having adjusted the settings, you can save your custom preset for future use by clicking the Save Preset button near the bottom of the Settings area.

When you save a preset, you can give your customized sequence settings preset a name in the Save Sequence Preset dialog box, add notes if you want, and click OK. The preset will appear in a Custom folder with the other sequence presets.

4. If your media matches the selected preset, it's not necessary to change the settings. Take a moment to look at each setting in the New Sequence dialog box to build familiarity with the choices required to configure a sequence.

   The new sequence you are creating is intended for online distribution only, so change the Timebase to **30 frames/second** to accurately measure playback speed.

   The Editing Mode menu can be used to limit the options available to settings that best match specific types of media. Some options will make several menus unavailable to help avoid choosing incompatible options. For complete flexibility, keep the menu set to Custom.

Maximum Bit Depth and Maximum Render Quality sequence settings

When you're editing with GPU acceleration (that's when dedicated computer graphics hardware performs some of the visual effects rendering and playback), advanced algorithms are used, and effects that support it always render in 32-bit color—which is very high quality.

When working without GPU acceleration, you can enable Maximum Bit Depth, and Premiere Pro will render effects at the maximum quality possible. For many effects, this means 32-bit floating-point color, which allows for trillions of color combinations. This is the best possible quality for your effects but is more work for your computer, so you may get lower performance in real-time playback (unwanted video freezing during playback).

If you enable the Maximum Render Quality option or if you have GPU acceleration enabled in the project's settings, Premiere Pro uses a more advanced system for *transforms* (those are visual adjustments such as scaling, rotation, and repositioning). Without this option, you might see minor artifacts or noise in the picture when you perform transforms.

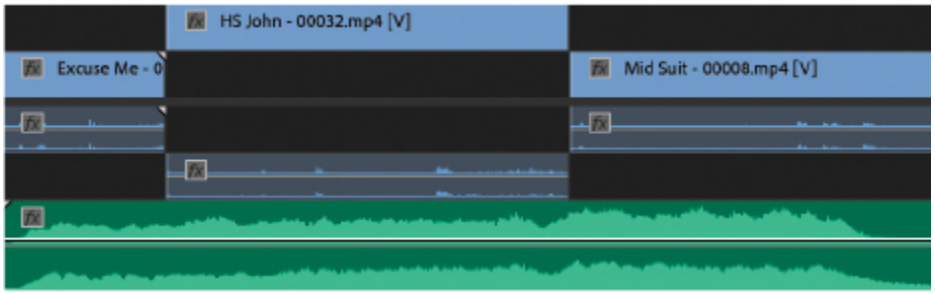
Both of these options can be turned off or on at any time, so you can edit without them to maximize performance and then enable them in the export settings when you output your finished work. Even with both options enabled you can use real-time effects and expect reasonable performance from Premiere Pro.

For a more detailed explanation of these settings, see: *blog.frame.io/2021/06/07/premiere-pro-max-render-quality-max-bit-depth*.

5. Click the Tracks tab to view those settings. You'll explore these in the next step.

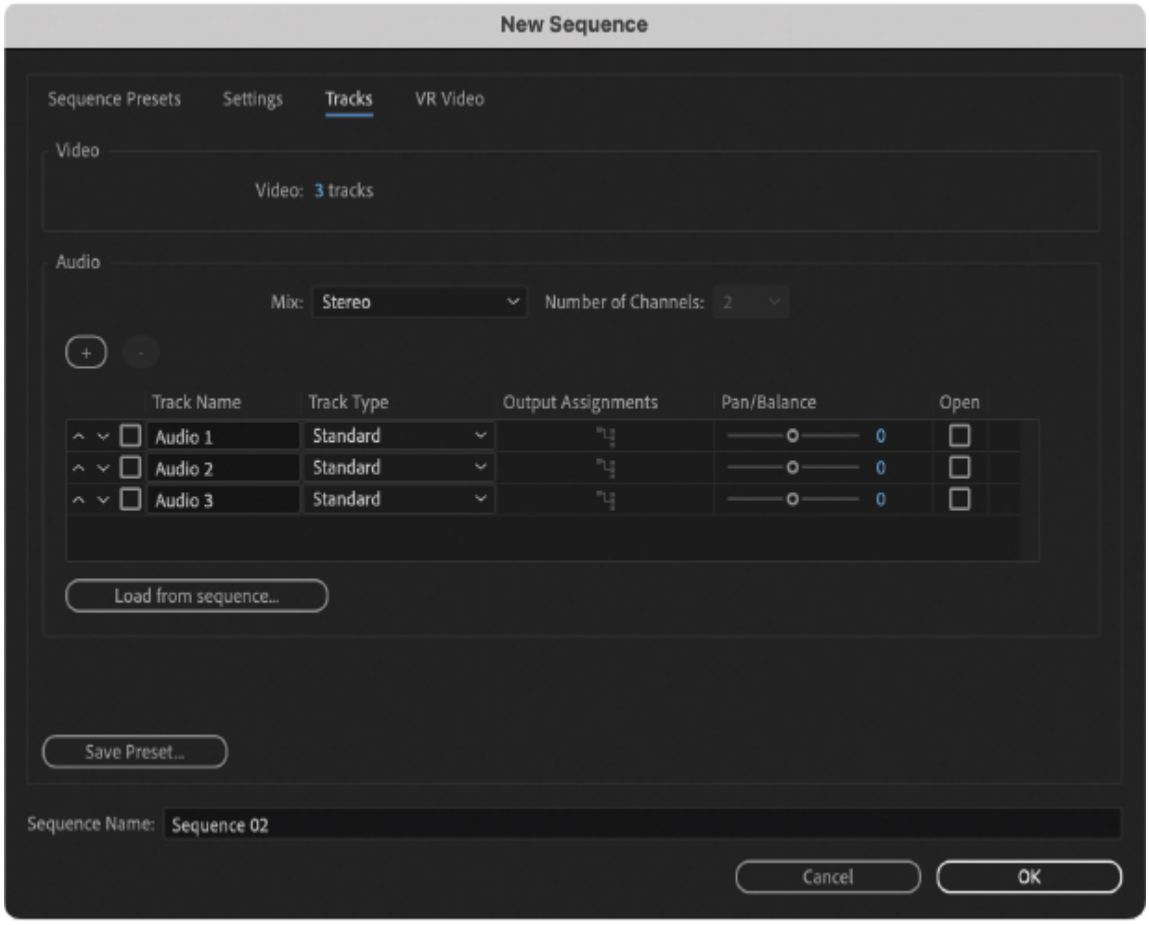
Understanding audio track types

When you add a video or audio clip to a sequence, you'll always put it on a *track* in the Timeline panel. Tracks are horizontal areas in the Timeline panel that hold clips in a particular position in time.



There is more than one video track, and video clips placed on an upper track will appear in front of clips on a lower track. For example, if you have text or a graphic on your second video track and a video clip on your first video track (below it), you'll see the graphic in front of the video.

The Tracks tab in the New Sequence dialog box allows you to preselect the track types for the new sequence. You can add or remove tracks at any time while editing, so these options are perhaps most useful when creating a custom sequence preset with names already assigned to audio tracks.



All audio tracks are played at the same time to create a combined audio mix. To create a mix, simply position your audio clips on different tracks, lined up in time. Narration, sound bites, sound effects, and music can be organized by putting them on different tracks. You can also rename tracks, making it easier to find your way around more complex sequences.

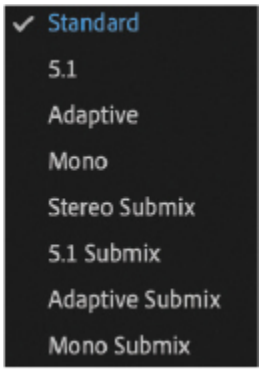
Premiere Pro lets you specify how many video and audio tracks will be included when the new sequence is created. The setting you choose from the Audio > Mix menu configures the sequence audio mix output your sequence will produce. This can be Stereo, 5.1, Multichannel, or Mono. You can’t change this setting later, so choose carefully when creating a new sequence. For now, leave this set to Stereo (the default).

An audio track can be one of several types. Each track type is designed for a specific type of audio clip. When you choose a particular track type from the menu in the Track Type column, Premiere Pro shows the right controls to make adjustments to the sound, based on the number of audio channels in

the track. For example, stereo clips need different controls than 5.1 surround-sound clips.

The types of audio tracks are:

- **Standard:** These tracks are for both mono and stereo audio clips.
- **5.1:** These tracks are for audio clips with 5.1 audio (the kind used for surround-sound mixes).
- **Adaptive:** Adaptive tracks are for mono, stereo, or multichannel audio and give you precise control over the output routing for each audio channel. For example, you could decide the track audio channel 3 should be output to your mix in channel 5. This workflow is used for multilingual TV, where precise control of audio channels is used at the point of transmission.



- **Mono:** This track type will accept only mono audio clips.

The Submix options available in the Track Type menu are used in advanced audio mixing workflows that are beyond the scope of this book.

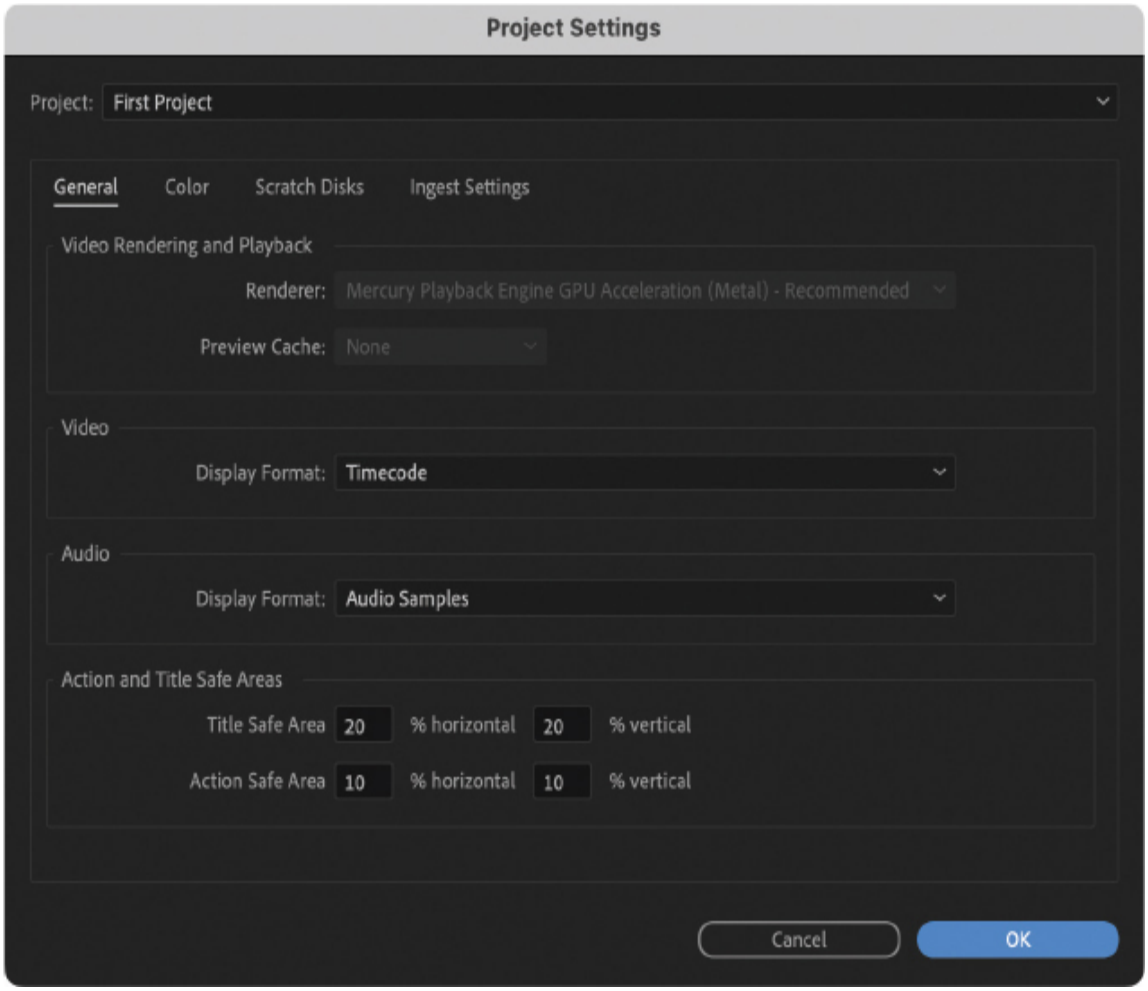
You can't accidentally put an audio clip on the wrong kind of track. Premiere Pro makes sure clips go to the right kind of track. In fact, when you add a clip to a sequence, Premiere Pro will automatically create the right kind of track if one doesn't exist already.

You'll explore audio more in Lesson 10, "Editing and Mixing Audio." For now, click Cancel to close the New Sequence dialog box.

Exploring the Project Settings dialog box

Now that you have created a new project and added sequences and clips, let’s explore the important options available in the Project Settings dialog box.

Choose File > Project Settings > General to open the Project Settings dialog box for your current project.



You can modify any of these settings at any time, so don’t worry about getting things wrong.

Choose video rendering and playback settings

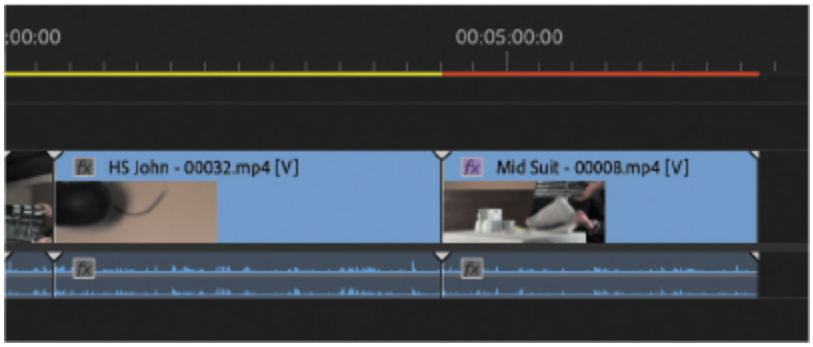
While you’re working creatively with video clips in your sequences, it’s likely you will apply some visual effects to adjust the appearance of your footage. Some special effects can be played immediately, combining your

original video with the effect and displaying the results as soon as you click Play. When this happens, it's called *real-time playback*.

Real-time playback is desirable because it means you can watch the results of your creative choices right away, staying in your creative flow without waiting.

If you use lots of effects on a clip or if you use effects that are not designed for real-time playback, your computer may not be able to display the results at the full frame rate. Premiere Pro will attempt to display your video clips, combined with the special effects, but it may not show every single frame each second. When this happens, it's described as *dropping* frames.

Premiere Pro displays colored lines along the top of the Timeline panel, where you build sequences, to tell you when extra work is required to play back your video. No line, a green line, or a yellow line means Premiere Pro expects to be able to play without dropping frames. A red line means Premiere Pro expects to drop frames when playing that section of the sequence.



Note

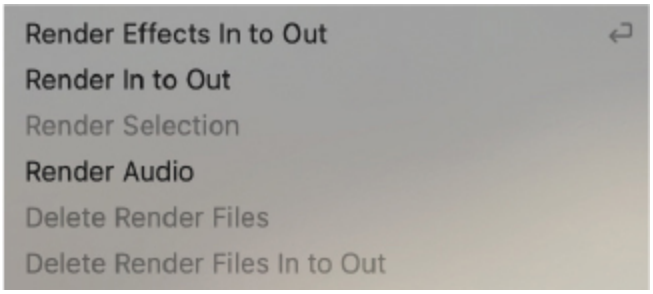
A red line at the top of the Timeline panel doesn't mean frames definitely will be dropped. It just means visual adjustments aren't accelerated, so on a less powerful machine dropped frames are more likely.

If you can't see every frame when you play your sequence, it's okay! It won't affect the final results. When you're done editing and you output your finished sequence, it'll be full quality, with all the frames intact (more on this in Lesson 16).

Real-time playback can make a difference to your editing experience and your ability to preview the effects you apply with confidence. If frames are being dropped, there is a simple solution: preview rendering.

When you render, Premiere Pro creates new media files that look like the results of your effects work and then plays back those files in place of the original footage. The rendered preview is a regular video file, so playback is at reasonable quality and full frame rate, without your computer having to do any extra work.

You render effects in a sequence by choosing a render command from the Sequence menu.



Tip

Many menu items display a keyboard shortcut on the right. In this case, the shortcut for Render Effects In To Out is Return (macOS) or Enter (Windows).

What do *rendering* and *real time* mean?

Rendering visual effects is a little like producing an artist's rendering with a pencil. Drawing an image takes up paper and time—both of which are limited resources.

When you render a section of a sequence, it takes time, and a new media file is created.

For example, imagine you have a piece of video that is too dark. You add a visual effect to make it brighter, but the video-editing system you are using is unable to both play the original video and make it brighter at the same time. In this situation, you'd have your system render the effect, creating a new temporary video file that looks like the original video combined with the visual effect that makes it brighter.

When your edited sequence plays, sections that are rendered display the newly rendered video file instead of the original clip (or clips). The process is invisible and seamless. In this example, the rendered file would look like the original video file but brighter.

When the part of your sequence with the brightened clip has finished playing, your system invisibly and seamlessly switches back from playing that preview file to playing the other original video files in the sequence.

Rendering takes up extra media storage space, and it takes time. Also, because you're viewing a new video file that is a copy of your original media, there might be some minor loss of quality. Once a section of your sequence is rendered, you will be able to preview the results of your effect smoothly with the Playback Resolution set to Full.

Real-time playback, by contrast, is immediate! When using a real-time effect, your system plays the original video clip combined with the effect right away, without waiting for the effect to render. The only limitation with real-time performance is that the amount you can do without rendering depends on how powerful your system is. More effects require more work to play back, for example. You can

dramatically improve real-time performance by using the right kind of graphics card (see the sidebar "The Mercury Playback Engine"). Plus, you'll need to use effects that are designed for GPU acceleration (not all effects are).

Back in the Project Settings dialog box, in the Video Rendering And Playback settings on the General tab, if the Renderer menu is available, it means more than one option is available.

The menu has two types of settings you will choose between:

- **Mercury Playback Engine GPU Acceleration:** If you choose this rendering option, Premiere Pro will send many playback tasks to the graphics hardware on your computer, giving you lots of real-time effects and smooth preview playback of mixed formats in your sequences. You may see an option to use CUDA, OpenCL, or Metal for GPU acceleration, depending on your graphics hardware and your operating system. Performance can vary, and some graphics hardware configurations allow multiple types of acceleration, so you may need to experiment to find the best option for your system. On macOS, you will only be able to use Metal. Some advanced system GPU configurations also allow you to choose a persistent Preview Cache in Premiere Pro to improve playback. You'll want to experiment with this option for optimum playback performance.
- **Mercury Playback Engine Software Only:** This mode will still usually give acceptable performance. If your system does not have graphics hardware that can be used for GPU acceleration, only this option will be available, and you won't be able to open the Renderer menu.

You will almost certainly want to choose GPU acceleration and benefit from the additional performance if you can. However, if you experience performance or stability issues using GPU acceleration, choose the Software Only option in this menu. You can change these options at any time—including in the middle of working on a project.

Choose a GPU option now, if it's available.

The Mercury Playback Engine

The Mercury Playback Engine, which decodes and displays video files in Premiere Pro, has three main features.

- **Playback performance:** Premiere Pro plays back video files efficiently, even when working with video formats that are difficult to play back, such as H.264, H.265, or AVCHD. If you're filming with a DSLR camera or phone camera, for example, chances are your media is recorded using the H.264 codec. Thanks to the Mercury Playback Engine, you'll find that these files play back smoothly. If your GPU supports hardware acceleration (see CUDA, OpenCL, Apple Metal, and Intel graphics support), you can improve playback performance by enabling hardware-accelerated decoding in the Premiere Pro Media Preferences.
- **64-bit and multithreading:** Premiere Pro can use all the random-access memory (RAM) on your computer. This is particularly useful when you're working with high-definition or ultra-high-definition video (for example, 4K and above). The Mercury Playback Engine is multithreaded, which means it uses all the CPU cores in your computer. The more powerful your computer is, the higher the performance you'll see in Premiere Pro.
- **CUDA, OpenCL, Apple Metal, and Intel graphics support:** If you have the right graphics hardware, Premiere Pro can send some of the work for playing back video to the graphics card, rather than putting the entire processing burden on the CPU in your computer. The results are even better performance and responsiveness when working with sequences, and many special effects will play in real time, without dropping frames.

For more information about supported graphics cards, see: *helpx.adobe.com/premiere-pro/system-requirements.xhtml*.

Choosing the video and audio display formats

The next two areas of the General tab in the Project Settings dialog box allow you to choose how Premiere Pro should display time for your video and audio clips.

In most cases, you'll want the default options: From the Video Display Format menu, choose Timecode, and from the Audio Display Format menu, choose Audio Samples. These settings don't change the way Premiere Pro plays video or audio clips, only the way time measurement is displayed—and you can change the settings at any time.

The Video Display Format menu

There are four options for Video Display Format. The correct choice for a given project largely depends on whether you are working with video or celluloid film as your source material. It's rare to produce content using film, so if you are not sure, choose Timecode.

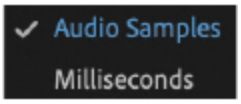
The choices are as follows:

- Timecode: This is the default option. Timecode is a universal system for counting hours, minutes, seconds, and individual frames of video. The same system is used by cameras, professional video recorders, and nonlinear editing systems around the world.
- Feet + Frames 16mm or Feet + Frames 35mm: This is used if your source files are captured from celluloid film and you intend to give your editing decisions to a lab so it can cut the original negative.
- Frames: This option counts the number of frames of video. This is sometimes used for animation projects.

For now, leave the menu set to Timecode.

The Audio Display Format menu

For audio files, time can be displayed as samples or milliseconds.



The choices are as follows:

- **Audio Samples:** When digital audio is recorded, the sound level (technically, the air pressure level) captured by the microphone is sampled thousands of times a second. In the case of most professional video cameras, this happens 48,000 times per second. When playing clips and sequences, you can choose to display (and edit) audio time as hours, minutes, seconds, and *frames*, or as hours, minutes, seconds, and *samples*.
- **Milliseconds:** With this mode chosen, audio time can be displayed as hours, minutes, seconds, and *thousandths of a second* instead of samples.

By default, you can zoom the Timeline panel enough to view individual clip segment frames. However, you can easily switch to showing the audio display format instead. This powerful feature lets you make the tiniest adjustments to your audio.

For now, leave the Audio Display Format option set to Audio Samples.

Action and Title Safe areas

When creating projects intended for home TVs, you'll probably need to compensate for the way TVs crop the edge of the picture to produce a clean edge.

Traditionally, there are two areas to be concerned with:

- **Action Safe:** The image area that might be cropped on most TVs; keep important image content inside this area.
- **Title Safe:** The image area that might be cropped on a really badly calibrated TV; keep titles inside this area so they will always be

readable and not cropped by the edge of the screen.

Premiere Pro can display onscreen overlay guides to indicate the Title Safe and Action Safe areas. You'll want to consider the type of screen you are delivering for carefully before using the guides. Modern screens, for example, have smaller margins than older displays, showing more of the image. See Lesson 4, "Organizing Media," to learn more about configuring onscreen overlays.

Color Management settings

Premiere Pro offers support for High-Dynamic Range (HDR) video, which allows you to capture and produce video content with much more dynamic range between the dark and light areas of the frame and more saturated colors. HDR is beyond the scope of this book but is well worth exploring as it is quickly becoming an industry standard for broadcast and online video delivery.

Producing HDR content requires a camera capable of capturing the content, an editing system that supports it (Premiere Pro), and a screen capable of displaying it.

The Color tab provides advanced options for handling the interpretation and display of color and brightness information in clips and sequences. There are shortcuts for these settings in the Lumetri Color panel, which you will explore in Chapter 13, "Applying Color Correction and Grading."

For now, click the Scratch Disks tab to view the options.

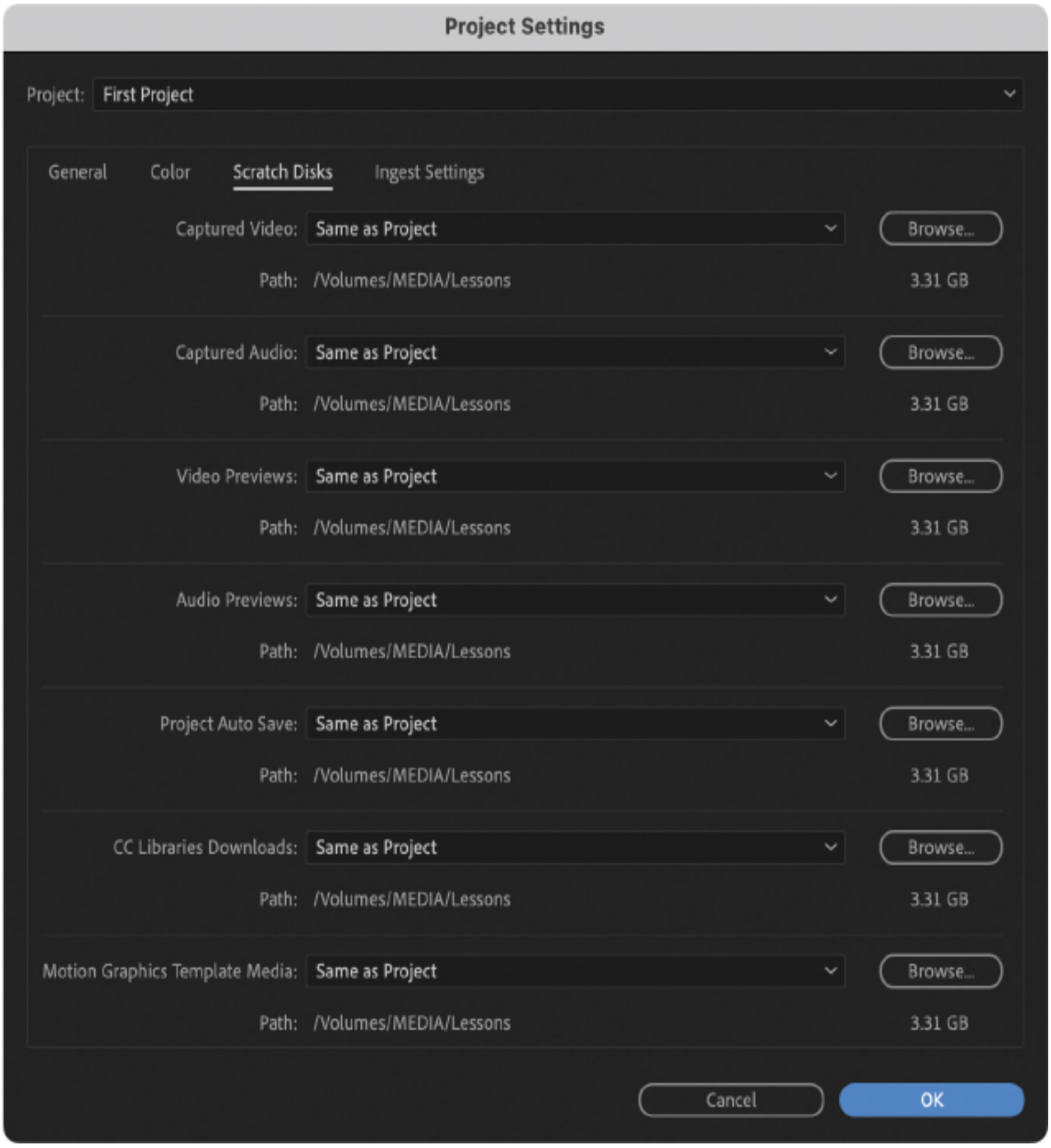
Setting up the scratch disks

Whenever Premiere Pro renders special effects, saves backup copies of the project file, downloads content from Adobe Stock, or imports animated motion graphics templates, or whenever you record a voiceover, it creates new files.

The various *scratch disks* are the storage locations where Premiere Pro stores these files. Although they are described as disks, they are actually

folders. Some of the files that are stored will be temporary, and some will be new media created in Premiere Pro or imported.

Scratch disks can be stored on physically separate drives or in any subfolder on your storage. Scratch disks can be located all in the same place or in separate locations, depending on your hardware and workflow requirements. If you're working with really large media files, you may get a performance boost by putting each scratch disk on a physically separate hard drive.



There are generally two approaches to storage for video editing:

- Project-based setup: All associated media files are stored with the project file in the same folder. This is the default option in the Scratch Disks menus and the simplest to manage.
- System-based setup: Media files associated with multiple projects are saved to one central location (often high-speed network-based storage), and the project file is saved to another location. This might include storing different kinds of media files in different locations.

To change the location of the scratch disk for a particular type of data, choose a location from the menu next to the data type. The choices are:

- Documents: Stores the scratch disk in the Documents folder in your system user account, using a subfolder for Premiere Pro.
- Same As Project: Stores the scratch disk with the project file. This is the default option.
- [Custom]: Enables you to specify any location. This option is automatically chosen if you click Browse and choose a specific location for the scratch disk.

Below each Scratch Disk location menu, a file path shows the current setting and the space available at that location.

Your scratch disks might be stored on local hard drives inside your computer or on a network-based remote storage system; any storage location your computer has access to will work. However, the speed and responsiveness of your scratch disks can have a big impact on both playback and rendering performance—choose fast storage if possible.

Using a project-based setup

By default, Premiere Pro keeps newly created media together with the associated project file (this is the Same As Project option in the Scratch Disk menus). Keeping everything together this way makes finding relevant files simple.

It also makes staying organized easier if you move media files into the same folder before you import them into the project. When you're finished with your project, you can remove everything from your system by deleting the single folder your project file is stored in.

You can use subfolders to keep your project media, notes, scripts, and associated assets organized.

There's a downside: Storing your media files on the same drive as your project file means the drive has to work a little harder while you edit, and this can impact playback performance on slower drives.

Using a system-based setup

Some editors prefer to have all their media stored in a single location, for all projects. Others choose to store their capture folders and preview folders in a different location from their project. This is a common choice in editing facilities where multiple editors share several editing systems, all connected to the same network-based storage. It's also common among editors who have fast hard drives for video media and slower hard drives for everything else.

There's a downside with this setup too: Once you finish editing, it's likely you'll want to gather everything together for archiving. This is slower and more complex when your media files are distributed across multiple storage locations. See the online bonus lesson "Managing Your Projects" for more information.

Typical drive setup and network-based storage

Although all file types can coexist on a single storage drive, a typical editing system will have two storage drives: Drive 1, dedicated to the operating system and programs, and Drive 2 (often a faster drive), dedicated to media, including captured video and audio, video and audio preview files, still images, and exported media. For even better performance, a third storage drive, preferably a solid-state drive (SSD), can be dedicated to temporary Media Cache files.

Modern NVMe SSD drives are so fast that you may never notice any impact on playback performance when storing everything on one drive. Nonetheless, it can make project organization simpler to use a separate drive for media, and you are likely to see an impact when working with particularly large media files, like 8K RAW.

Some storage systems use local computer networks to share storage between multiple systems. If this is the case for you, check with your system administrators to make sure you have the right settings and then check the performance.

Setting up a Project Auto Save location

In addition to choosing where new media files are created, you can set the location to store automatically saved project backup files. These additional copies of your project file are created in the background while you work. Choose a location from the Project Auto Save menu on the Scratch Disks tab.

Storage drives occasionally fail, and you may lose files stored on them without warning. In fact, any computer engineer will tell you that if you have only one copy of a file, you can’t count on having the file at all! For

this reason, it’s a great idea to set the Project Auto Save location to a physically separate storage location.

If you use a synchronized file sharing service like Dropbox, OneDrive, or Google Drive, storing your auto-save files using that service will mean you always have access to all your automatically saved project files.

Creative Cloud Libraries downloads

The Libraries panel provides access to media assets that can be shared between projects and with other users. Assets can be dragged from the Libraries panel into the Project panel or Timeline panel to add them to your current project.

Motion Graphics template media

Premiere Pro can import and display prebuilt animated Motion Graphics templates and titles that have been created with After Effects or Premiere Pro. When you import a Motion Graphics template into the current project, a copy will be stored in the location you choose.

Note

For this project, leave all your scratch disks set to the default option: Same As Project.

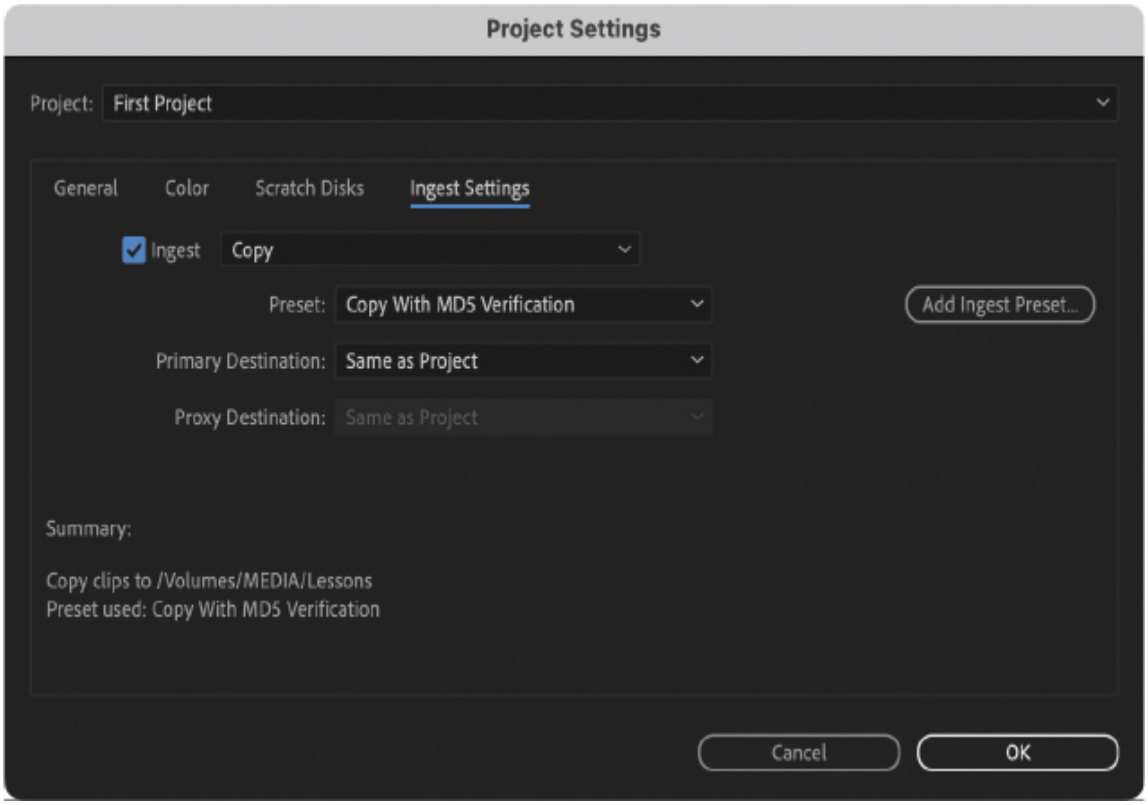
Choosing ingest settings

Professional editors describe adding media to a project as *importing* or *ingesting*. The two words are often used interchangeably but actually have different meanings.

When you *import* a media file into a Premiere Pro project, a clip is created in the project that is linked to the original file. The media file stays in its current location, and you’re ready to include the clip in a sequence.

If you select Ingest on the Ingest Settings tab or Copy Media while in Import mode, things are a little bit different. The original media file may also be copied to a different location (which is useful for keeping your

media files organized) and/or converted to a new format and codec before it's imported into your Premiere Pro project.



From the Ingest menu you can choose to:

- **Copy** the media files to a new storage location. This option is useful if you want to be sure all your media is in one folder.
- **Transcode** the media files to a new codec and/or format. This option is useful if you choose to standardize your media as part of a larger-scale organization-wide workflow.
- **Create Proxies** of the media file. This option creates lower-resolution copies of media files that are easier for a lower-powered computer to play and that take up less storage space. The original media is always available too, and you can switch between the full-quality and proxy-quality files whenever you like.
- **Copy And Create Proxies** to copy the media files to a new location and create proxies for them in a single step.

You'll be exploring these settings in Lesson 3, "Importing Media." They can be changed at any time; for now, leave Ingest deselected.

Now that you have checked that the settings are correct for this project, click OK to apply any changes. Save, and close the project by choosing File > Close Project.

Note

There are several ways to import clips into a project. Once you enable the ingest options, Premiere Pro applies them regardless of the import method you use. Note that existing clips that have already been imported into your project will not have new ingest options applied automatically.

VR video

Premiere Pro offers exceptional support for 360° video and 180° video. Both are often described as *VR video or immersive video*, where multiple cameras or an extremely wide lens are used to capture a video image that can be viewed with a VR headset to create an immersive experience.

On the VR Video tab in the New Sequence dialog box, you can specify the angle of view captured so Premiere Pro can accurately display the image.

VR video is beyond the scope of this book, but it is well worth exploring when you have mastered the basics of video editing.

Review questions

1 What is the purpose of the Settings tab in the New Sequence dialog box?

2 How should you choose a sequence preset?

3 What is timecode?

4 How do you create a custom sequence preset?

5 How can you choose where to store temporary files created automatically while editing?

Review answers

1 The Settings tab is used to customize an existing sequence preset or to create a new custom preset.

2 It’s generally best to choose a preset that matches your original footage to minimize conversion during playback. Premiere Pro makes this easy by describing the presets in terms of camera systems.

3 Timecode is the universal system for measuring time in hours, minutes, seconds, and frames. The number of frames per second varies depending on the recording format.

4 When you’ve chosen the settings you want for your custom preset on the Settings tab in the New Sequence dialog box, click the Save Preset button, give the preset a name and a description, and click OK.

5 Use the settings on the Scratch Disks tab of the Project Settings dialog box to specify locations for newly created files.

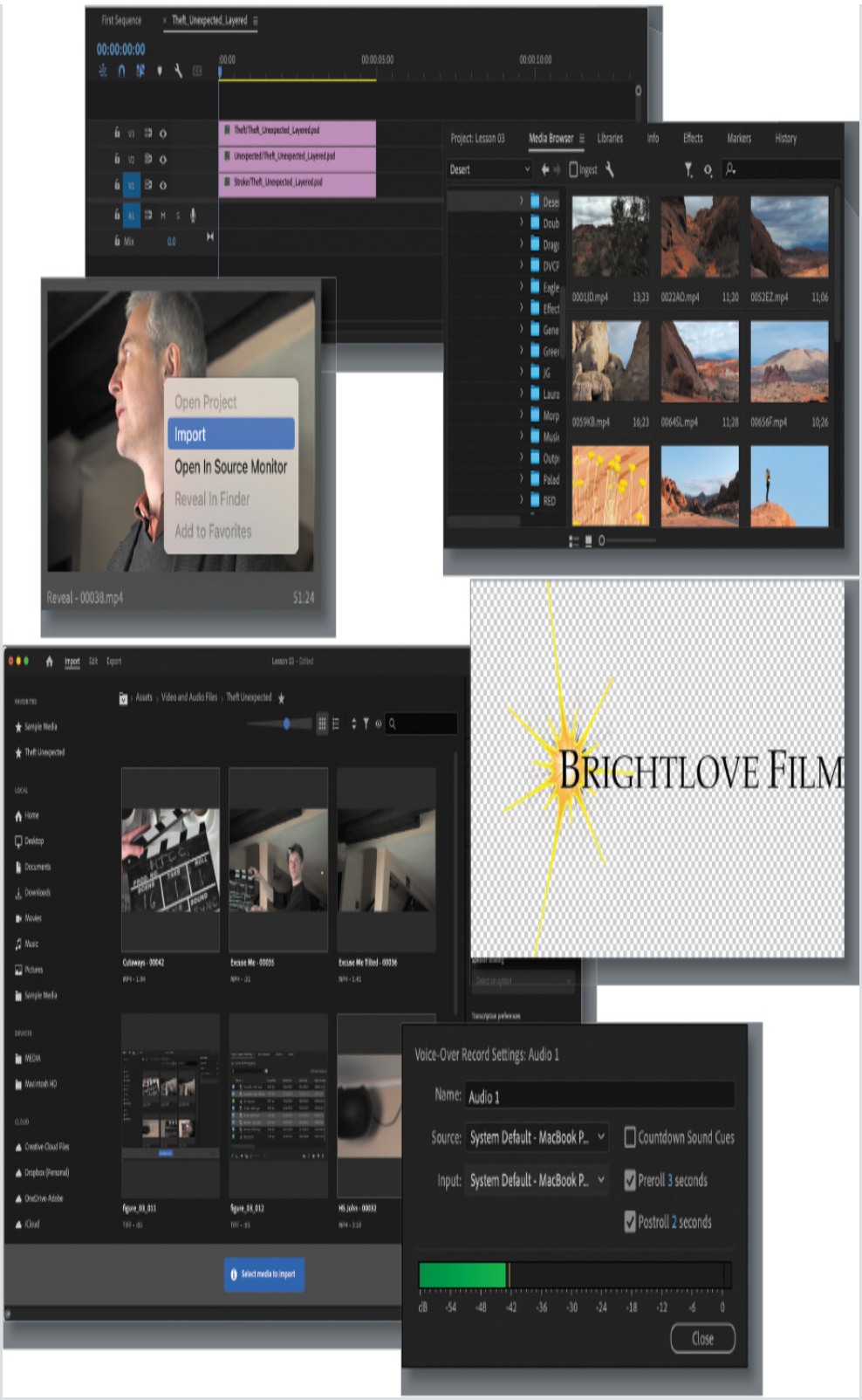
3 Importing Media

Lesson overview

In this lesson, you'll learn how to do the following:

- Use the Media Browser and Import mode to add video files.
- Use the Import command to load graphic files, including files from Photoshop and Illustrator.
- Work with proxy media.
- Record a voice-over.
- Choose where to store cache files.

This lesson will take about 75 minutes to complete. To get the lesson files used in this chapter, download them from the web page for this book at *peachpit.com/PremiereProCIB2024*. For more information, see "Accessing the lesson files and Web Edition" in the "Getting Started" section at the beginning of this book. Store the files on your computer in a convenient location.



However you approach editing sequences, importing clips to the Project panel and getting them organized are the first steps. In this lesson, you'll learn multiple methods for browsing and importing media.

Starting the lesson

Before creating a sequence, you'll probably need to import media files into your project. This might include video footage, animation files, narration, music, atmospheric sound, graphics, or photos. In brief, anything that you might incorporate into a sequence will be imported into your project first.

Note

To ensure that the tools function and the defaults are set exactly as described in this lesson, reset the Premiere Pro preferences by holding the Option/Alt key while launching the application and then clicking Continue.

With the exception of the graphics, titles, and captions that you create in Premiere Pro, items in sequences always also appear in the Project panel. For example, if you import a video clip directly to a sequence, it will also automatically appear in the Project panel. If you delete that clip in the Project panel, it will also be removed from sequences that it appears in (you'll be given a warning and the option to cancel before this happens).

In this lesson, you'll learn to import media assets into Adobe Premiere Pro. For most media, you'll import using Import mode or the Media Browser, a robust asset browser that works with many media types you'll import into Premiere Pro. You'll also learn about special cases, such as importing single and multilayer graphics.

For this lesson, you can continue to use the project file you created in Lesson 2, "Setting Up a Project." If you do not have the previous lesson file, you can open the file Lesson 03.prproj from the Lessons folder.

1. Continue to work with your project file from the previous lesson, or open it from your hard drive.
2. Choose File > Save As.
3. Browse to Lessons, and save the project with the name **Lesson 03 Working.prproj**.

4. Click the Workspaces menu , choose Editing; then click the Workspaces menu again and choose Reset To Saved Layout.

> **Note**
>
> When you open a project created on another computer, you may see a message warning you about a missing renderer. It's fine to click OK in this message. It indicates that the project was last saved with project settings configured for a different (or missing) GPU.

Importing media files

When you import items into a Premiere Pro project, you are not actually copying the file into the project. Instead, importing creates a link to the media file with a pointer that lives inside your project.

The pointer is called a *clip*. Think of a clip as a special kind of alias (macOS) or shortcut (Windows).

When you work with a clip in Premiere Pro, you are not making a copy of the original file or modifying it; instead, you're selectively playing a part of, or all of, that file from its current location, nondestructively.

For example, if you choose to include only part of a clip in your sequence, you're not throwing away the unused media. A copy of the clip is added to the sequence with built-in instructions to play only the part you selected. This changes the apparent duration in the sequence, even though the full original duration in the media file is unchanged and still available.

Also, if you add an effect to a clip to brighten the image, the effect is applied to the clip, not the media file it links to. In a sense, the original media file is played "through" the clip, with interpretation settings and effects applied.

You can import media in four principal ways:

- Choose File > Import.

- Drag media files directly from Finder (macOS) or Explorer (Windows) into the Project panel or Timeline panel in Premiere Pro.
- Use Import mode.
- Use the Media Browser.

Let’s explore the benefits of each.

> **Tip**
>
> Another way to open the Import dialog box is to double-click an empty area of the Project panel.

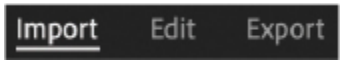
When to use Import mode or the Media Browser

If in doubt, use Import mode. It has a robust, user-friendly interface that automatically manages reviewing your media assets and makes it simple to import them into Premiere Pro. If your camera has produced footage made up of multiple fragmented files, they will automatically be presented as whole clips; you’ll see each recording as a single item, with the video and audio combined, regardless of the original recording format.

This means you can avoid dealing with complex camera folder structures and instead work with easy-to-browse thumbnails.

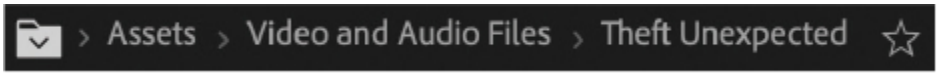
For more advanced media browsing tools, use the Media Browser while in Edit mode. This panel offers similar media previewing and navigation options to Import mode, with the additional option to preview clips in the Source Monitor before importing them, and full access to clip metadata. Being able to see this metadata (which contains important information, such as clip duration, recording date, and file type) makes it easier to select the correct clip in a long list. The Media Browser also supports Illustrator files and image sequences, which are not supported by Import mode.

Accessing Import mode is straightforward. Click to select the mode at the top-left corner.

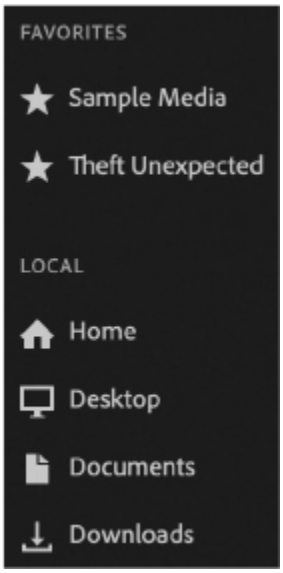


To browse for files in Import mode, select a location from the list on the left and double-click folders displayed in the middle of the window to access their contents. As you navigate into subfolders, you'll see the folder path displayed at the top—click a folder name inside the path to navigate to that folder.

If you have a cloud-based storage location on your computer, you'll find it listed under the Cloud heading at the end of the locations list.



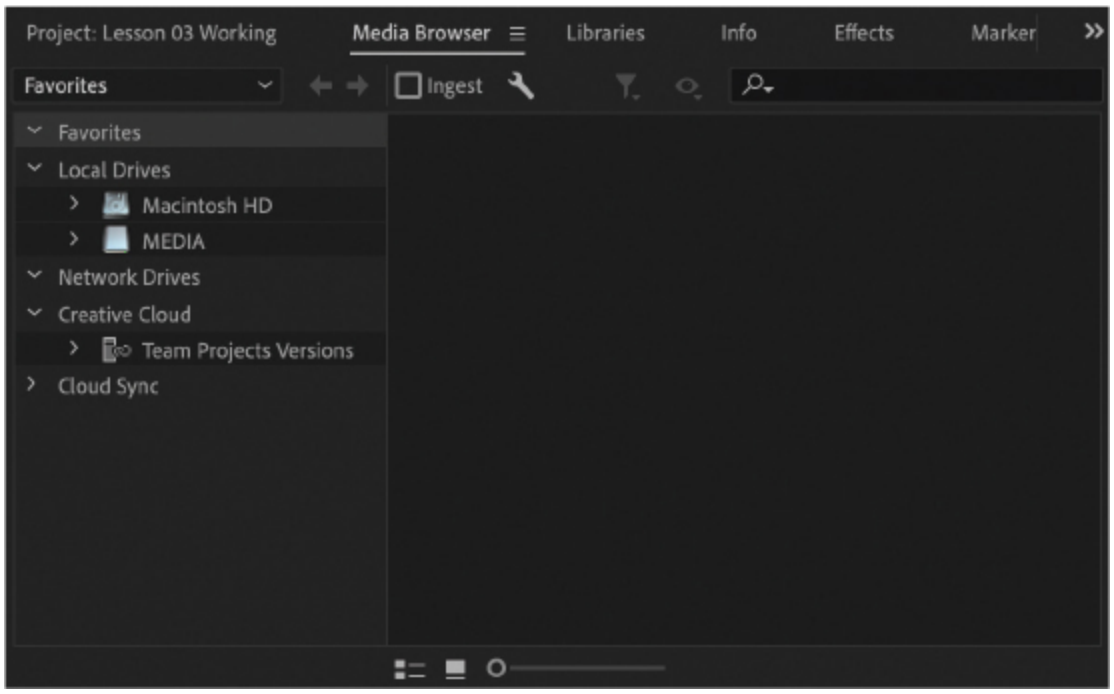
If there is a folder you expect to visit often, click the star to the right of the folder path to add the location to the Favorites list, which you'll find on the left side of the screen above the available locations.



Switching back to Edit mode, in the default layout of the Editing workspace, you'll find the Media Browser in the lower-left corner of your Premiere Pro Editing workspace. It's docked in the same panel group as the Project panel.

▶ Tip

You can also quickly access the Media Browser by pressing Shift+8 (be sure to use the 8 key at the top of the keyboard, not the one in the numerical keypad, if you have one).



As you can any other panel, you can position the Media Browser in another panel group by dragging its panel tab (identified by the panel name).

You can also undock it to make it a floating panel by clicking the panel menu ☰ next to the panel name and choosing Undock Panel.

Browsing for files in the Media Browser is similar to browsing with Finder (macOS) or Explorer (Windows). The contents of your storage are displayed as navigation folders on the left, with buttons to navigate forward and backward at the top.

After you select a folder or media file in the Media Browser, you can use the arrow keys to select items.

You can use Import mode and the Media Browser interchangeably at any time. As your familiarity with Premiere Pro grows, you'll quickly discover the occasions you prefer one option over the other.

Both Import mode and the Media Browser offer several benefits over the regular Import option:

- Filtering the display while browsing a folder. In fact, while Import mode allows you to filter video, audio, or image files, the Media Browser's File Types Displayed menu enables you to narrow the clips displayed to a specific file type, such as JPEG, PSD, XML, or ARRIRAW files.
- Autosensing camera data—AVCHD, Canon XF, P2, RED, Cinema DNG, Sony HDV, or XDCAM (EX and HD)—to correctly display and import the clips.
- Correctly displaying and importing media files that span multiple camera media cards. Premiere Pro will automatically import the files as a single clip even if a longer video file filled a storage card and continued onto another.
- In the Media Browser, viewing and customizing the kinds of metadata to display.
- In Import mode, automatically creating a bin or sequence when importing new clips.

Opening or browsing projects

Premiere Pro allows you to open multiple project files at the same time. This makes it simple to copy clips from one project to another.

All open projects are editable, which means you'll need to be careful not to make unwanted changes to a project you have opened just to copy a clip from it.

You can switch between projects by choosing Window > Projects, followed by the project you would like to work on.

You can also browse inside another project file using the Media Browser. Use the Media Browser to locate the project file and double-click it to view its contents. You can then select and import clips and sequences to your current Project panel.

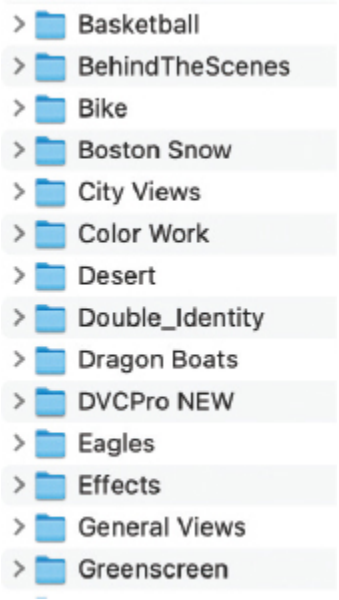
Projects you browse inside using the Media Browser are locked, meaning you cannot make unwanted changes.

Remember, when copying clips or sequences from one project to another, you are not copying media files—only clips that link to the media files.

When to use the Import command

Using the Import command is straightforward (and may match your experience in other applications). To import a file, just choose File > Import.

You can also use the keyboard shortcut Command+I (macOS) or Ctrl+I (Windows) to open the Import dialog box.



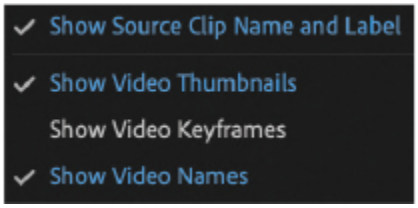
This method works best for self-contained assets such as graphics and audio files or video files like MOV (QuickTime) or MP4 (H.264), especially if you know exactly where those assets are on your drive and can quickly navigate to them.

This import method is not ideal for RAW media files or when camera media has separate folders for audio, video, and important additional data describing the footage (metadata). For most camera-originated media, you'll want to use Import mode or the Media Browser.

Showing source clip names and labels in the Timeline panel

In the Project panel, it's possible you will change a clip name or label color to help keep everything organized. If you then add it to a sequence, the new name and label color will be displayed in the Timeline panel. However, by default, instances of that clip already in the Timeline panel will still show their original name and label color.

You can choose to display the original clip names and label colors or the updated names and label colors in the Timeline panel. Make sure that a sequence is open in the Timeline panel to enable access to the Timeline Display Settings menu . Click the menu and choose Show Source Clip Name And Label.



Both options can be useful, depending on your chosen workflow for a particular project, and you can switch between them at any time.

Working with ingest options and proxy media

Premiere Pro offers excellent performance when playing back, and applying special effects to, a broad range of media formats and codecs. However, there may be occasions when your system hardware will struggle to play media, especially if it's ultra-high resolution or RAW footage.

▶ Tip

When project ingest options are enabled, they are applied to all newly imported media, regardless of the way it is imported.

You may decide it will be more efficient to work with low-resolution copies of your media while you edit and then switch to the full, original-resolution media to check your effects and output your finished work. This is a *proxy workflow*—creating low-resolution "proxy" files to use temporarily instead of your original content. You can switch between the two types of media whenever you like.

Premiere Pro can automatically create proxy files during import. If you're happy with the performance on your system when working with original footage, you'll probably skip this feature. Still, it offers significant advantages, both for system performance and for collaboration, particularly if you're working with high-resolution media on a less powerful computer.

You define the options for ingesting media and creating proxy files using the Ingest Settings tab of the Project Settings dialog box. Choose File > Project Settings > Ingest Settings and select Ingest to access them.

- Copy: When you import media files, Premiere Pro will copy them to a location you choose from the Primary Destination menu below, leaving the original files in place. This is a valuable option if you are importing media files directly from your camera storage, because media files must be available to Premiere Pro when your cards are not connected to the computer.

  ▶ Tip

  When copying media files, Premiere Pro can perform MD5 verification. This checks that the files have copied correctly at the expense of extra time to perform the copy.

- Transcode: When you import media files, Premiere Pro will convert the files to a new format and codec based on the preset you choose and will place the new files in a destination location you choose. This is useful if you are working in a post-production facility that has adopted a standard format and codec for all projects—sometimes called a *mezzanine media* file.
- Create Proxies: When you import media files, Premiere Pro creates additional copies that may have smaller file sizes, are lower resolution, and may be easier for your system to play. They are stored in the location you choose from the Proxy Destination menu. Proxies are useful if you are working on a lower-powered computer or you want to temporarily save on storage space while traveling with a copy of your project. You would not want to use these files for your final delivery because they are usually lower quality, but they facilitate a number of collaborative workflows as well as speed up visual effect setup.
- Copy and Create Proxies: When you import media files, Premiere Pro will copy the original files to a location you choose in the Primary Destination menu *and* create proxies that are stored in the Proxy Destination menu.

Note

Adobe Media Encoder does the work of transcoding files and creating proxies in the background, so you can use your original media right away, and as the new proxy files are created, they'll automatically be used instead of the original media files.

If proxy media exists for clips in your project, it's easy to switch between displaying your original, full-quality media and your low-resolution proxy versions. Click the Toggle Proxies button in the Source Monitor or Program Monitor.

Let's check out the options.

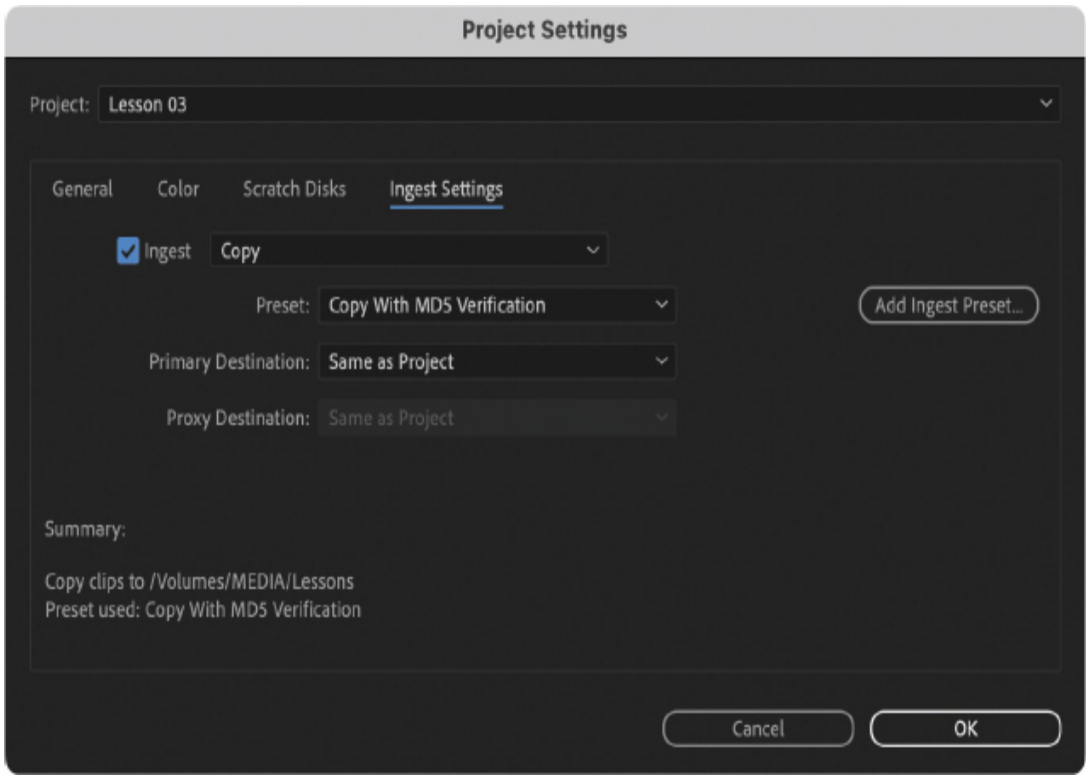
1. Choose File > Project Settings > Ingest Settings.

Tip

You can also open the Project Settings dialog box to the Ingest Settings tab from the Media Browser by selecting the box for Ingest or by clicking the Open Ingest Settings button.

By default, all the Ingest options are deselected. It's worth noting that whichever options you choose for ingesting, those actions will be performed regardless of the way you import media files from now on. Importantly, files you have already imported are not affected by these settings.

2. Enable Ingest by selecting it, and open the adjacent menu to see the options.



3. Choose Create Proxies, open the Preset menu, and try choosing a few options. Look at the Summary in the lower part of the dialog box for an explanation of each option.

4. When you finish looking at the settings, click Cancel to exit without applying any of the options.

Note

By default, when you output a sequence that is set to display proxy media, the full-quality original media is automatically used rather than the low-resolution proxy media for the export.

This was just an introduction to the proxy media workflow. For more information about managing and viewing proxy files, linking proxy media, and creating new proxy file presets, see the Adobe Premiere Pro Help. For a deep dive into this subject, visit: *blog.frame.io/2023/10/02/guide-to-premiere-pro-proxies-proxy-workflows/*.

Working with Import mode and the Media Browser

You can switch to Import mode at any time to browse your available media files and add clips to your current project. Alternatively, you can open the Media Browser while in Edit mode. This panel can stay open as part of your editing workspace, allowing you to quickly access and compare available media with clips already in your project.

Note

To complete this lesson, you will import files from your computer. Be sure you have copied all the lesson files included with this book to your computer. For more details, see "Getting Started" at the beginning of the book.

Working with media files

Premiere Pro can use footage from file-based cameras without conversion, including compressed native media from camera systems such as P2, XDCAM, and AVCHD; RAW media from Canon, Sony, RED, and ARRI; and post-production-friendly codecs such as Avid DNxHD, Apple ProRes, and GoPro Cineform.

For best results, follow these guidelines (no need to follow along for now):

- Create a separate media folder for each project. This will make it easier to differentiate between projects when cleaning up your storage.
- Copy camera media to your editing storage with the existing folder structure intact. For example, transfer the complete data folder directly from the root directory of the memory card. For best results, consider using the transfer application that is often included by the camera

manufacturer to move your video files. Check that all media files have been copied and that the original card and the copied folder sizes match.

- Clearly name the copied folder of the media with the camera information, including card number and the date of the shoot.
- Create a second copy of the media on a physically separate drive, in case of hardware failure.
- Really do actually create that second copy of your media on a physically separate drive, and consider making a third copy! Storage fails without warning.
- Ideally, create a long-term archive copy of your media using another backup method, such as Linear Tape-Open (LTO—a popular long-term storage system), an external storage drive, or cloud-based file storage.

Understanding supported video file types

It's not unusual to work on a project with video clips from multiple cameras using different file types, media formats, and codecs. This is no problem for Premiere Pro because you can mix different types of media in the same sequence. Also, Import mode and the Media Browser can display and import almost any media file type.

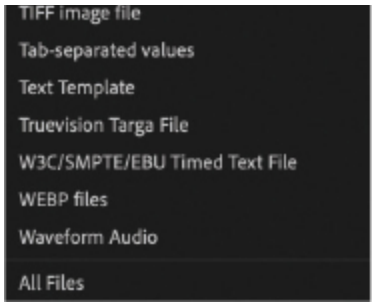
Premiere Pro supports media from many camera manufacturers, including:

- Most DSLR cameras
- Panasonic
- RED
- ARRI
- Canon
- Sony
- Blackmagic Design

Many standard media types are also supported, including QuickTime, MXF, DPX, and OMF. For a full list of supported camera and delivered media

types, see the Adobe Help.

AAF
ARRIRAW Files
AVI Motion JPEG
Adobe After Effects Projects
Adobe After Effects Text Templates
Adobe Audition Tracks
Adobe Illustrator File
Adobe Premiere Pro Projects
Adobe Premiere Pro Text Style
Adobe Rough Cut File
Audio Interchange File Format
Audio Interchange File Format AIFF-C
Biovision Hierarchy
Bitmap
Blackmagic RAW
CMX3600 EDLs
Canon Cinema RAW Light
Canon RAW
Character Animator Project
Cinema DNG Files
Cineon/DPX File
Comma-separated values
Distribution Format Exchange Profile File
EBU N19 Subtitle File
Final Cut Pro XML
GIF File
HEIF files
JPEG File
JSON
MBWF / RF64
MP3 Audio
MPEG Movie
MXF
MacCaption VANC File
Matroska
Motion Graphics JSON
Motion Graphics Template
OpenEXR
PNG File
Phantom Files
Photoshop
QuickTime Movie
RED R3D Raw File
Scenarist Closed Caption File
SonyRAW Format
SubRip Subtitle Format



Adding clips using Import mode

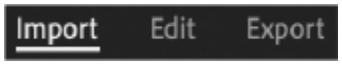
Import mode offers a simplified, easy-access approach to locating and importing media. Storage locations and favorites are listed on the left, with their contents displayed in the middle and additional import options available on the right.

Add some clips to your project using Import mode, and then try using the Media Browser to compare the experience.

- Note

  When importing media, be sure to copy the files to your local storage, or use the project ingest options to create copies before removing your memory cards or external drives.

1. Switch to Import mode by clicking Import at the top-left corner.

   Notice that now that you are importing to an existing project, rather than creating a new project, the option to create a project is not displayed.

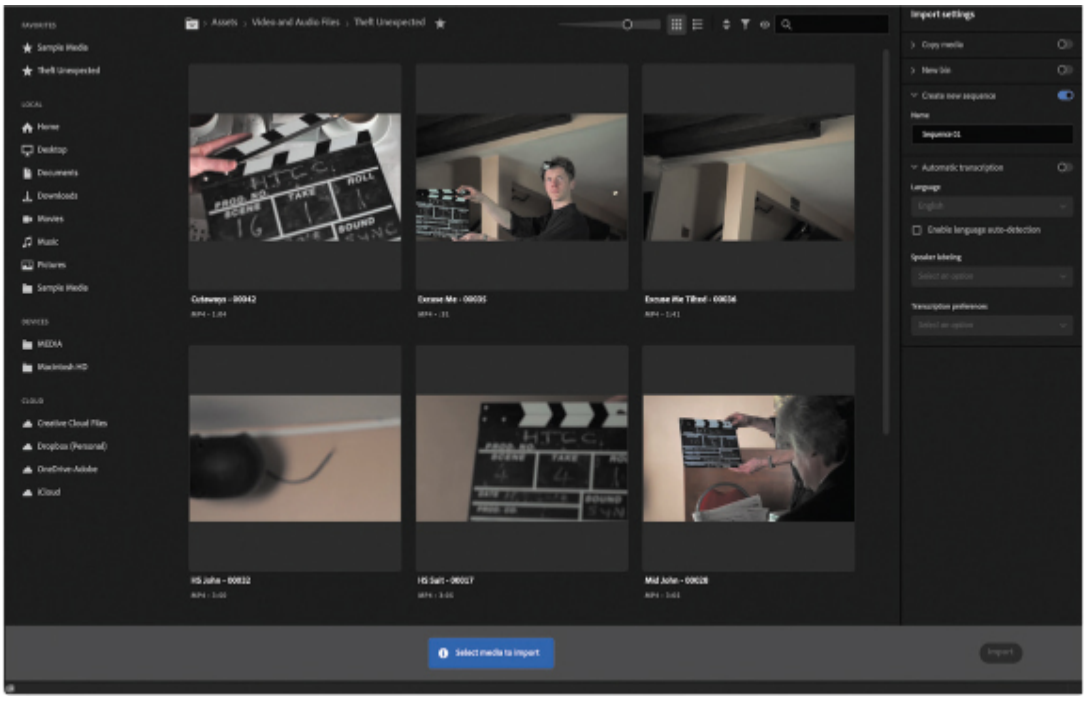
2. By using the locations listed on the left and double-clicking subfolders in the middle, browse to the folder Lessons/Assets/Video And Audio Files/Theft Unexpected.

Selecting versus browsing

Be careful not to single-click a folder while in Import mode, as that will select the entire contents of the folder for import. If you do (but don't want everything in the folder to be imported), single-click the folder again to deselect it; then you can double-click the folder to browse into it.

Alternatively, select the unwanted folder icon at the lower-left corner of the interface (which will display the number of items in the folder), and press Delete (macOS) or Backspace (Windows).

3. If it is not already selected, click the Grid View button at the top, and drag the Resize slider next to it to enlarge the thumbnails of the clips. Choose any size you like.



You can hover your pointer over any clip thumbnail to see a preview of the clip contents. Hovering over the left edge shows the start of the clip; hovering over the right edge shows the end of the clip.

4. Select the following clips by single-clicking them:

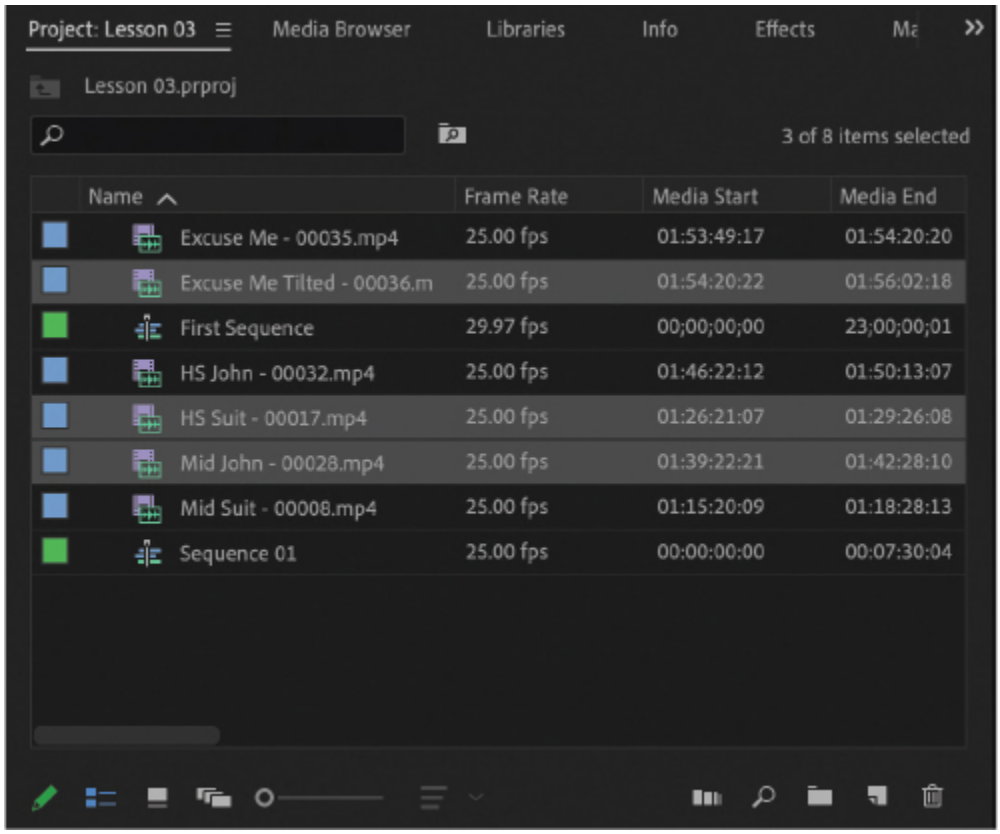
   Excuse Me Tilted – 00036

   HS Suit – 00017

   Mid John – 00028

5. Check that all of the Import settings (Copy Media, New Bin, and New Sequence) are deselected, and click Import.

   You have now imported some clips! The Edit mode is restored, and your newly imported clips have been added to the Project panel.

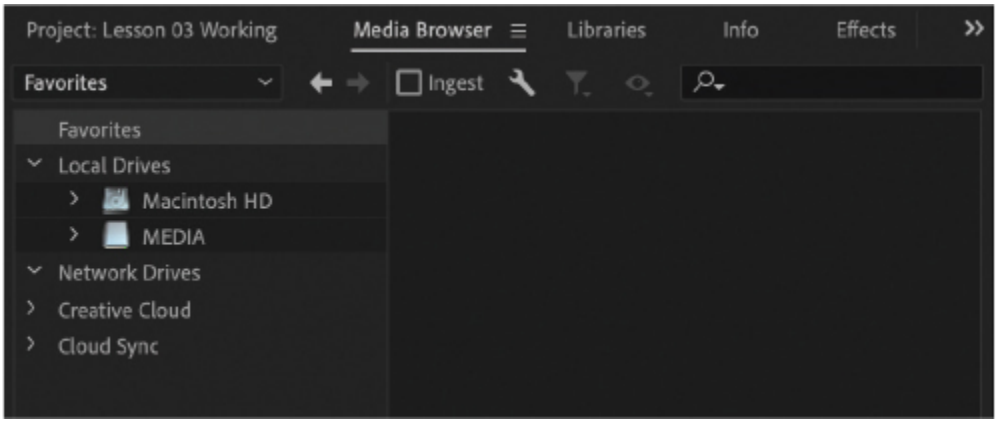


   You can easily switch between the Import and Edit modes at any time while working on a project, so it’s quick to add new content to your project as it becomes available. Now let’s compare this import method with importing using the Media Browser.

Adding clips using the Media Browser

The Media Browser is even more like the Finder (macOS) or Explorer (Windows). It has Forward and Back buttons to go through your recent navigation. If you select a storage location in the left area, its contents are displayed on the right.

1. Begin by resetting the workspace to the default: From the Workspaces menu, choose Editing. Then, open the menu again and choose Reset To Saved Layout.
2. Click the Media Browser's name to bring the panel to the front of the panel group (it should be docked with the Project panel by default).



3. To make the Media Browser easier to see, position your pointer over the panel, and then press the ` (accent grave) key (it is often in the upper-left corner of a keyboard; non-English keyboards may use a different key) or double-click the panel name.

   The Media Browser should now fill the screen.

   ▶ Tip

   Finding the ` (accent grave) key can be difficult in some keyboard layouts. If you can't locate the correct key, you can double-click the name of a panel to enlarge it to fill the screen.

4. In the navigation area, browse to and select the folder Lessons/Assets/Video And Audio Files/Theft Unexpected.

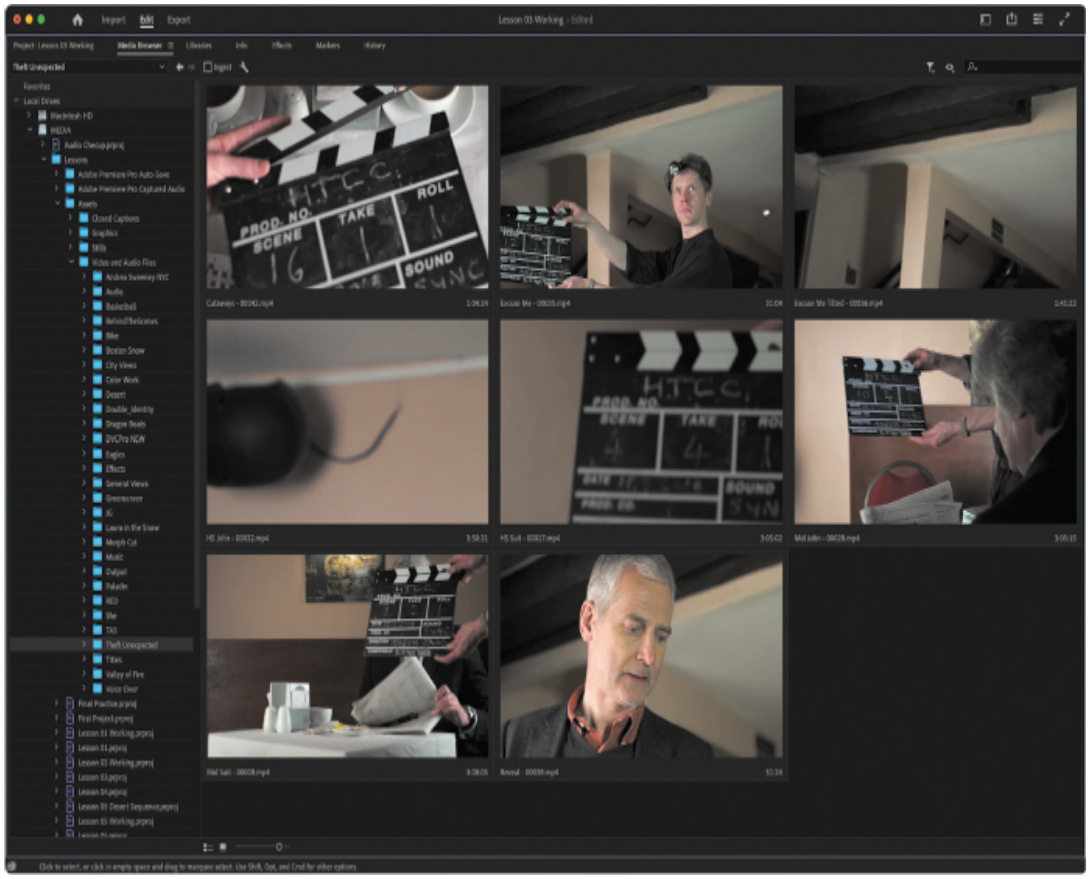
Tip

As you browse a folder system, the navigation area on the left of the Media Browser can fill up with folders. Drag the vertical divider to resize the navigation area or scroll within the navigation area to display the folders you are interested in.

Note

The Media Browser filters out non-media and unsupported files, making it easier to browse for video or audio assets.

5. If it is not already selected, click the Thumbnail View button at the lower left of the Media Browser, and drag the Resize slider next to it to enlarge the thumbnails of the clips. Choose any size you like.



Just as in Import mode, you can hover your pointer over any clip thumbnail that is *not* selected, without clicking, to see a preview of the clip contents. Hovering over the left edge shows the start of the clip; hovering over the right edge shows the end of the clip.

6. Click any clip once to select it.

   You can now preview the clip using keyboard shortcuts. When a clip is selected while in Thumbnail view, a small preview timeline appears under the clip.

7. Press the L key or the spacebar to play a clip.
8. To stop playback, press the K key or press the spacebar again.
9. To play backward, press the J key.

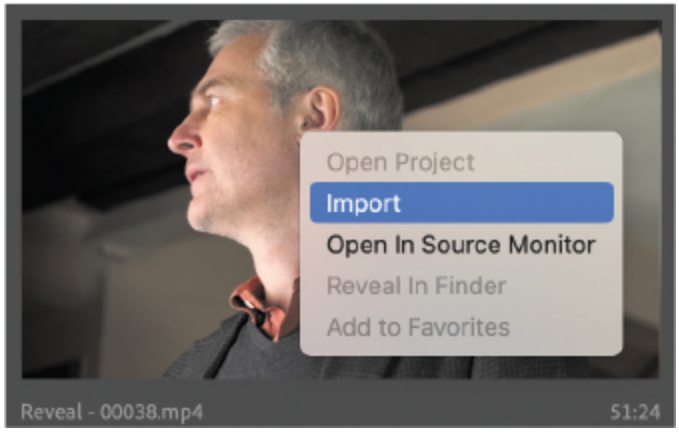
10. Experiment with playing other clips. You should be able to hear the clip audio during playback.

    You can press the J or L key multiple times to increase the playback rate for fast previews. Use the K key or the spacebar to pause playback.

    Note

    If you can’t hear audio, check the Audio Hardware preferences to make sure the correct output device is selected.

11. Now you’ll import the two remaining clips into your project. Click once on the clip Cutaways – 00042 to select it. Next, hold Command (macOS) or Ctrl (Windows) and click the clip Reveal - 00038. This selects both clips.
12. Right-click one of the selected clips and choose Import.



▶ Tip

You can also drag selected clips onto the Project panel's tab and then down into the empty area to import the clips.

The Project panel opens automatically and displays the clips.

13. Position your pointer over the Project panel and press the ` (accent grave) key or double-click the Project panel name to restore the panel group to its original size.

As in Import mode and the Media Browser, you can view clips in the Project panel as icons or as a list, with information about each clip displayed. There is an additional, more flexible viewing mode for working with icons, called Freeform view. You can switch between these three viewing modes by clicking the List View button , Icon View button , or Freeform View button at the bottom left of the Project panel.

Making the most of Import mode and the Media Browser

Both Import mode and the Media Browser have a number of features that make it easy to navigate your storage.

- If you expect to import files from a location often, you can add the folder to a list of favorites at the top of the navigation area. To create a favorite in the Media Browser, right-click the folder and choose Add To Favorites. In Import mode, click the Favorite Location button . Whichever way you add a favorite location, it will appear in both views.
- To ignore regular media file types and just display media from a particular camera system, open the Directory Viewers menu .
- The Media Browser Forward and Back buttons work like those in a web browser, allowing you to navigate to locations you have viewed previously.
- You can limit the types of files displayed to make it easy to browse large folders by opening the File Types Displayed menu .
- In the Media Browser, just above the navigation area on the left, there's a menu with recent storage locations. Choose an option to jump straight to that location.
- You can open multiple Media Browsers and access the contents of several folders at once. To open a new Media Browser, open the panel menu and choose New Media Browser Panel.
- By default, the Media Browser List view displays limited information about clips (unlike the Project panel, which displays lots of information by default). To display more information while in List view, you can add multiple columns of meta-data by

clicking the Media Browser panel menu and choosing Edit Columns. In the Edit Columns dialog box, select each type of metadata you would like to display.

Importing still image files

Graphics are an integral part of post-production. People expect graphics to both convey information and add to the visual style of a project. Premiere Pro can import almost any image file type. Support is especially excellent when you use the native file formats created by Adobe's leading graphic tools, Adobe Photoshop and Adobe Illustrator.

Anyone who works with print graphics or performs photo retouching has probably used Adobe Photoshop. Photoshop is a powerful tool with great depth and versatility, and it's an important part of the video production world. Let's explore how to properly import files from Photoshop.

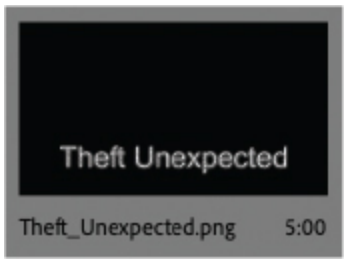
First, you'll import a basic graphic.

Importing single-layer image files

Most graphics and photos you will work with will have a single layer—one flat grid of pixels that you can work with as a simple media file. Let's import one.

1. Choose File > Import, or press Command+I (macOS) or Ctrl+I (Windows).
2. Navigate to Lessons/Assets/Graphics.
3. Select the file Theft_Unexpected.png, and click Import.

   This PNG graphic is a simple logo file, and it appears in the Premiere Pro Project panel. If the Project panel is in Icon view, it will display the contents of the graphic as a thumbnail.



Introducing Dynamic Link

Premiere Pro integrates beautifully with the other tools available as part of Adobe Creative Cloud. In fact, there are several workflows, unique to Creative Cloud, that speed up your post-production workflow.

A good example is Dynamic Link. This technology allows you to import Adobe After Effects compositions (which are a little like Premiere Pro sequences) into a Premiere Pro project while maintaining a live connection between the two applications. Once added in this way, the After Effects compositions will look and behave like any other clip in your Premiere Pro project.

However, when you make changes in After Effects, the imported compositions continuously and automatically update in Premiere Pro —a great time-saver.

Dynamic Link works automatically, creating links between Premiere Pro and After Effects and between Premiere Pro and Adobe Audition, provided the same versions of the applications are installed and used.

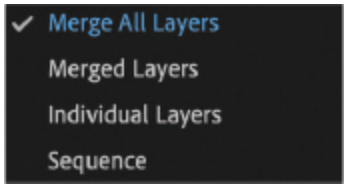
Importing layered Adobe Photoshop files

Adobe Photoshop can create graphics with multiple layers, which are saved as files in PSD or TIFF format. Layers are similar to tracks in a Premiere Pro sequence and allow for separation between visual elements. While TIFF files with layers are imported as flattened images, you can import Photoshop document layers into Premiere Pro individually to perform layer-specific adjustments and create animations.

As with any other media you import, changes made to the PSD file in Photoshop will update automatically in Premiere Pro when the file is saved. This means a designer can continue to work on an image you have already incorporated into a sequence.

If you import a layered Photoshop file, the Import Layered File dialog box appears automatically, allowing you to choose options for handling the layers.

- **Merge All Layers:** Merges all layers into one, importing the file into Premiere Pro as a single, flattened clip.
- **Merged Layers:** Merges only the specific layers you select in this dialog box into a single, flattened clip.



- **Individual Layers:** Imports only the specific layers you select in this dialog box, with each layer becoming a separate clip in a bin in the Project panel.
- **Sequence:** Imports only the layers you select in this dialog box, each as a single clip. Premiere Pro then automatically creates a new sequence (with its frame size based on the imported PSD dimensions) containing each clip on a separate track (matching the original stacking order).

If you choose Sequence or Individual Layers, you can choose one of the following from the Footage Dimensions menu:

- **Document Size:** Brings all the selected layers into Premiere Pro at the frame size of the original Photoshop document.
- **Layer Size:** Matches the frame size of the new Premiere Pro clips to the frame size of their individual layers in the original Photoshop file. Layers that do not fill the entire canvas will be cropped tightly, as transparent areas outside of the rectangle containing the layer’s pixels

are automatically removed. Layers are also then centered in the frame, losing their original relative positioning.

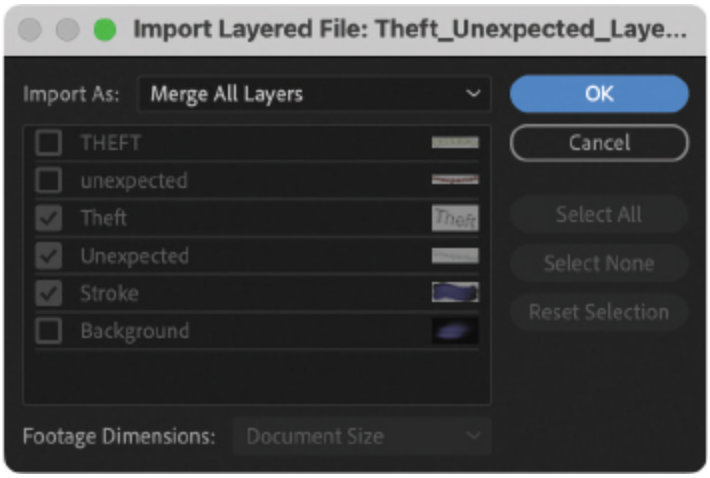
Tip

There are good reasons to import individual PSD layers with different layer sizes. For example, some graphic designers create multiple images for editors to incorporate into video edits, with each image occupying a different layer in the PSD. The PSD itself is a kind of one-stop image store when used this way.

Let's import a layered Photoshop file into our project.

1. Double-click an empty area of the Project panel to open the Import dialog box, or choose File > Import.
2. Navigate to Lessons/Assets/Graphics.
3. Select the file Theft_Unexpected_Layered.psd, and click Import.

   The Import Layered File dialog box appears.



Note

There are some deselected layers in this PSD. These are layers with layer visibility turned off in Photoshop but not deleted. Premiere Pro honors this layer selection automatically on import.

4. For this exercise, choose Sequence from the Import As menu, and make sure Document Size is chosen from the Footage Dimensions menu. Click OK.

5. Look in the Project panel for the newly created bin called Theft_Unexpected_Layered (named after the file). Double-click it to open it.

   - **Note**

     In the Project panel, when you double-clicked the Theft_Unexpected_Layered bin, it opened in a new panel in the same group as the Project panel. Bins have the same options as the Project panel, and opening multiple bins to browse their contents is a common way to navigate the available media in a project.

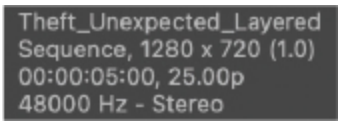
   - **Note**

     Bins in the Project panel look and behave a lot like folders in your computer file system, but they exist only inside the project file. They are a great way to stay organized.

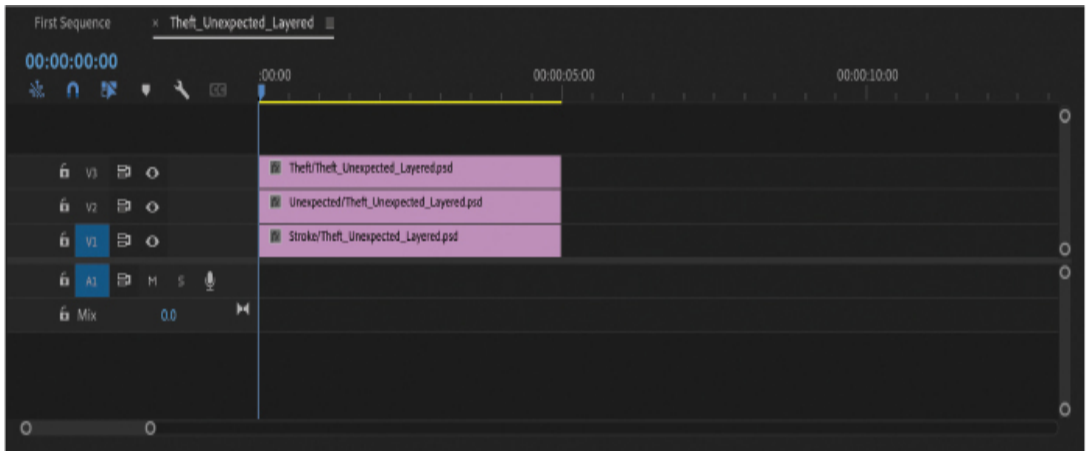
6. Inside the bin, double-click the sequence Theft_Unexpected_Layered to open it in the Timeline panel.

   Sequences have a particular icon in List view . A similar icon is displayed as an overlay on their thumbnail in Icon view .

   If you're unsure which item is which, hover your pointer over an item name (not the icon) to display a detailed tool tip, which will tell you if it's a clip or a sequence.

   The sequence opens in the Timeline panel and is displayed in the Program Monitor.



7. There's a navigator along the bottom of the Timeline panel.

   Drag one end of the navigator to shorten it, and zoom in so you can see the clips in the sequence more clearly.

8. Look at the sequence in the Timeline panel. The contents of the sequence are displayed in the Program Monitor. Try clicking the Toggle Track Output button at the left of the timeline for each track to reveal and hide the content on each layer.

9. Close the Theft_Unexpected_Layered bin by choosing Close Panel from its panel menu .

Working with Adobe Photoshop files

Here are a few tips for working with images from Adobe Photoshop:

- Remember that importing a layered Photoshop document as a sequence with Footage Dimensions set to Document Size produces a clip in Premiere Pro with the same frame size as the pixel dimensions of the Photoshop document.
- Even if you don't plan to zoom in or pan around the image, try to use full-frame image files with a frame size at least as large as the frame size of the project. Otherwise, you'll have to scale up the image, and it may appear to lose some of its sharpness.
- If you do plan to zoom or pan, create images so that the resulting zoomed or panned area of the image has a frame size at least as large as the frame size of the sequence. For example, if you were working in full HD, which is 1920×1080 pixels, and you wanted to perform a 2X zoom, you'd need 3840×2160 pixels in the image to keep it perfectly sharp without scaling up the pixels.
- Importing large image files uses more system memory and can slow down your system. If you are working with original photos (which can be massive), consider processing them to make them smaller before using them.
- If possible, use 16-bit RGB color. The CMYK color mode is for print workflows (and is not supported by Premiere Pro). For video editing, use RGB or YUV color modes.

Importing Adobe Illustrator files

Another important graphics component in Adobe Creative Cloud is Adobe Illustrator. Unlike Photoshop, which is primarily designed to work with pixel-based (or raster) graphics, Adobe Illustrator is a vector-based application. *Vector graphics* are mathematical descriptions of shapes rather

than drawn pixels. This means you can scale them to any size in Adobe Illustrator and they always look sharp—useful for titles and graphics.

Vector graphics are typically used for technical illustrations, line art, or complex graphics.

Let’s import a vector graphic.

1. Switch back to the Project panel by clicking the panel name.
2. In the Project panel, make sure the Theft_Unexpected_Layered bin is deselected (otherwise the item you are about to import will be imported into that bin).
3. Double-click an empty area of the Project panel to open the Import dialog box, or press Command+I (macOS) or Ctrl+I (Windows).
4. Navigate to Lessons/Assets/Graphics.
5. Select the file Brightlove_film_logo.ai and click Import, or double-click its icon.
6. A clip linked to the Illustrator file you imported appears in the Project panel. Double-click the clip icon to view the logo in the Source Monitor.

   There’s black text in the logo that disappears into the black background of the Source Monitor. That’s because the logo has transparent areas, and the background of the Source Monitor is black.
7. The Source Monitor has a Settings menu with options that change the way clips are displayed. Use this menu to choose Transparency Grid.

- **Note**

  If you right-click Brightlove_film_logo.ai in the Project panel, you have the option to choose Edit Original. If you have Adobe Illustrator installed on your computer, choosing Edit Original will open the graphic in Illustrator, ready to be edited. This means, even though the layers are merged in Premiere Pro, you can return to Adobe Illustrator, edit the original layered file, and save it; the changes will update automatically in Premiere Pro.

Now you can see the text more clearly because the background of the Source Monitor has been replaced with a grid.

8. Use the Source Monitor Settings menu to select Transparency Grid again to disable it. You'll learn more about working with layers and transparency in Lesson 14, "Exploring Compositing Techniques."

How Premiere Pro deals with Adobe Illustrator files

- Like the Photoshop file you imported earlier, Illustrator files can be layered. However, Premiere Pro doesn't give you the option to import Adobe Illustrator files in separate layers. It always merges them into a single-layer clip.
- Premiere Pro uses a process called *rasterization* to convert the vector-based Adobe Illustrator art into the pixel-based image format used by Premiere Pro. This conversion happens during import automatically, so be sure your graphics are configured in Illustrator to be high enough resolution before importing them into Premiere Pro.
- Premiere Pro automatically anti-aliases (smooths the edges of) Adobe Illustrator art.
- Premiere Pro sets all empty areas of Illustrator files as transparent so that clips on lower tracks in your sequence will show through.
- Illustrator files (which end in .ai) cannot be imported using Import mode. Instead, use the File > Import command, double-click the background of the Project panel to browse to the file, or use the Media Browser.

Importing subfolders

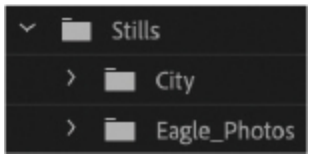
When you bring media into Premiere Pro, you don't have to select individual files. You can select a whole folder. If your files are organized into folders and subfolders on your storage drive, when you import them, Premiere Pro will re-create the folders as bins.

This method is not suitable for importing fragmented camera media, with video and audio files stored in different folders. You'll want to use Import mode or the Media Browser for those file types.

For self-contained media file types like QuickTime movies or MP4 files, regular importing works perfectly.

Try this now.

1. Choose File > Import, or press Command+I (macOS) or Ctrl+I (Windows).
2. Navigate to Lessons/Assets, and select the Stills folder. Don’t browse inside the folder; just select it.
3. Click the Import (macOS) or Import Folder (Windows) button. Premiere Pro imports the folder and its contents, including two subfolders containing photos. In the Project panel, you’ll find bins were created to match the folders. In List view, you can click the disclosure triangle next to any bin to toggle the display of its contents.



- Note

  You can import folders and subfolders this way using the Media Browser too. Select a folder on the right side of the Media Browser, and import it to achieve the same result. Importing folders this way while in Import mode will always merge the contents of the subfolders into a single collection in the Project panel.

Working with VR (360) video

What is often referred to as *VR video* is really 360° video that is best viewed using a VR headset as it captures an image in all 360 degrees. When wearing a VR headset to view this kind of video, you can turn your head to look in different directions. Premiere Pro has excellent built-in support and dedicated visual effects for 360° video and the 180° video standard, with a dedicated viewing mode, native support for VR headsets, and special effects designed for the particular needs of video footage that surrounds the viewer.

There is no special import process for 360° video. You can use the regular Import option, or you can use the Media Browser and import as you would any other video file.

Premiere Pro supports prestitched equirectangular media, so you will have to use another application to prepare your 360° media in this way prior to import.

360° video workflows are beyond the scope of this book. Check the online help for more information.

Note

If you import an entire folder, it's possible some of the files will not be media supported by Premiere Pro. If so, a message will inform you that some files could not be imported.

Recording a voice-over

You may be working on a video project that includes a narration track. It's likely you will have the narration recorded by professionals (or at least recorded in a location quieter than your desk), but with the right hardware, you can record high-quality audio right into Premiere Pro.

This can be helpful because it will give you a sense of timing for your edits.

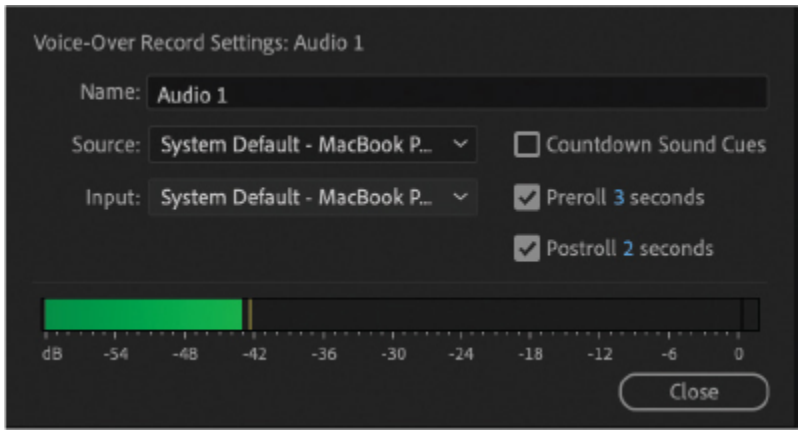
Try recording a scratch audio track.

1. If you're not using a built-in microphone, make sure your external microphone or audio mixer is properly connected to your computer. You may need to consult the documentation for your computer or sound card.
2. In the Timeline panel, make sure the Theft_Unexpected_Layered sequence is displayed by clicking its name in the Timeline panel. If you have closed the sequence, re-open it by double-clicking the sequence icon in the Project panel.
3. Every audio track has a set of buttons and options on the far left. This area is called the *track header*. There's a Voice-Over Record button for each audio track.

   Right-click the microphone Voice-Over Record button, and choose Voice-Over Record Settings to choose your microphone. Use the Source menu to choose the audio hardware you will use, and use the Input menu to choose the particular input for that hardware.

   ▶ Tip

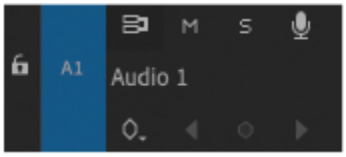
   The dialog box that appears when recording a voice-over also allows you to name the new audio file.

   Then click the Close button.
4. Turn down your computer speakers, or use headphones to prevent feedback or echo.

5. To see the result more clearly, increase the height of the A1 track.

   To increase the height of an audio track, double-click an empty space on the right side of the track header (next to the Voice-Over Record button), drag down on the horizontal dividing line between two audio track headers (including the Mix track), or hover the pointer over the track header, while holding Option (macOS) or Alt (Windows), and scroll.

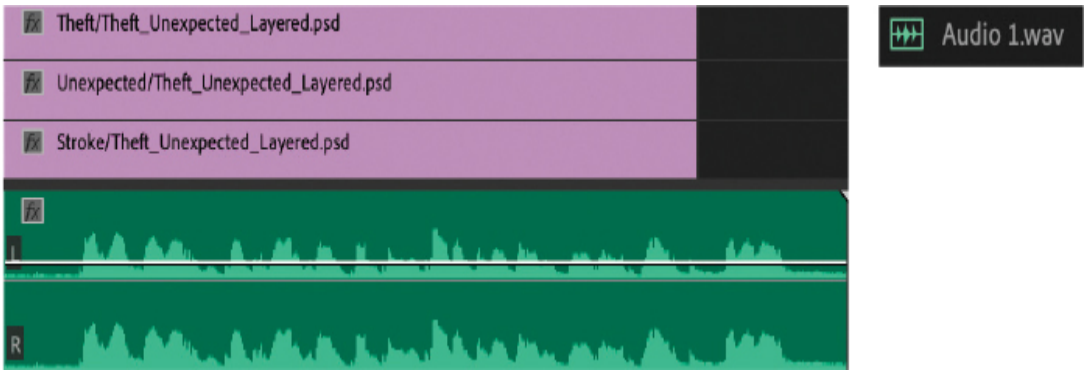


6. In the Timeline panel, time moves from left to right, just as it does with any online video. At the top of the Timeline panel, where the time ruler is displayed, a playhead indicates the current frame displayed in the Program Monitor. You can click at any point in the time ruler, and the playhead will move to show that frame. You can also drag on the time ruler itself to view the contents of the current sequence. This is called *scrubbing* (like scrubbing a floor).

   Position the Timeline playhead at the beginning of the sequence, as far left as it will go, and click the Voice-Over Record button for track A1 to begin recording.

7. After a brief countdown in the Program Monitor, recording will begin. Say a few words, and press the spacebar to stop recording.

   Premiere Pro creates a new audio clip and adds it to the Project panel and the current sequence.



The newly recorded audio file is added to the location specified in the project Scratch Disks settings. By default, this is the same as the location of the project file. In this example, you will have created a new audio file in a subfolder that is automatically created called Adobe Premiere Pro Captured Audio.

8. Choose File > Save to save the project. You can close the project or keep it open, ready for the next lesson.

Customizing the media cache

When you import files in certain video and audio formats, Premiere Pro may need to process and cache (temporarily store) a version of the file or additional files to make clip playback or waveform display smoother. This is particularly true for highly compressed formats, and the process is called *conforming*.

If necessary, imported audio files are automatically conformed to a new CFA file (conformed audio file). Most MPEG files are *indexed*, resulting in an extra MPGINDEX file that makes it easier to read the file (it's a little like creating a map of the file to make playback easier).

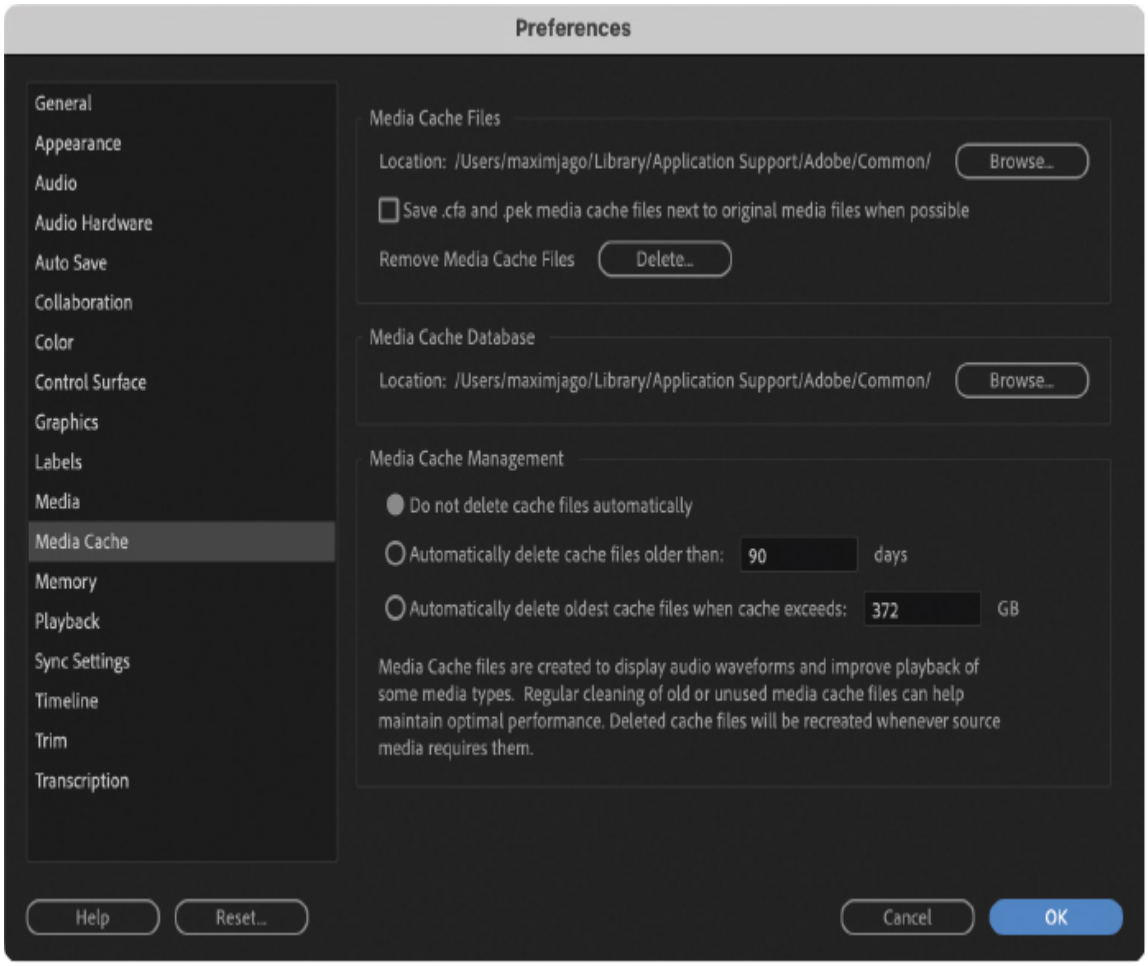
Note

The word *conform* is used to describe both the way clip playback is adjusted to match sequence settings and the way certain formats are processed when imported to Premiere Pro. That's because the principle is the same: The original material is adapted to improve performance.

You'll know that the cache is being built if you see a small progress indicator in the lower-right corner of the screen when importing media.

The media cache improves preview playback performance by making it easier for your editing system to decode and play media. You can customize the cache to further improve performance. A media cache database helps Premiere Pro manage these cache files, which are shared between multiple Creative Cloud applications.

Let’s take a look at the options. Choose Premiere Pro > Settings > Media Cache (macOS) or Edit > Preferences > Media Cache (Windows).



Here are the options:

- To move the media cache files or the media cache database to a new location, click the appropriate Browse button, select the desired location, and click Choose (macOS) or Choose Folder (Windows).
- To keep media cache files stored on the same drive as the media, select Save .cfa And .pek Media Cache Files Next To Original Media Files When Possible. This can be useful if your audio is stored on an external drive that you intend to move between editing systems as it saves you waiting for them to be automatically re-created after changing systems. If you want to keep everything in one central folder, leave this option unselected. Remember, the faster the drive for the

media cache, the better the playback performance you're likely to experience in Premiere Pro.

- You should clean the media cache database on a regular basis to remove old conform and index files that are no longer required. To do so, click the Delete button. In the Delete Media Cache Files dialog box, click OK.

  It's a good idea to do this after you wrap up projects because it removes unnecessary preview render files too, saving space.

- The Media Cache Management options allow you to configure a degree of automation in the management of cache files. Premiere Pro will automatically re-create these files if they are needed, so it's safe to enable these options to save space.

- To remove *all* media cache files, including those that are in use, restart Premiere Pro while holding Option, Cmd, or Shift (macOS) or Alt, Ctrl, or Shift (Windows) and select Clear Media Cache Files. It's a good idea to do this after updating to a new version of Premiere Pro to maintain a well-organized cache.

For now, click Cancel to close the Preferences dialog box without saving any changes.

Review questions

1 Does Premiere Pro need to convert P2, XDCAM, R3D, ARRIRAW, or AVCHD footage when it is imported?

2 What is an advantage of using Import mode or the Media Browser rather than the File > Import method to import multiple media files that are part of one clip?

3 When you're importing a layered Photoshop file, what are the four ways to import the file?

4 Where can media cache files be stored?

5 How can you enable automatic proxy media file creation when video is imported?

Review answers

1 No. Premiere Pro can edit P2, XDCAM, R3D, ARRIRAW, and AVCHD, as well as many other formats, natively.

2 Import mode and the Media Browser automatically honor the complex folder structures for P2, XDCAM, and many other formats, automatically stitching multiple media files together into a single clip where it's needed.

3 You can merge all the visible layers in the Photoshop file into a single clip by choosing Merge All Layers from the Import As menu in the Import Layered File dialog box; or select the specific layers you want by choosing Merged Layers. If you want layers as separate clips, choose Individual Layers and select the layers to import, or choose Sequence to import the selected layers and create a new sequence from them.

4 You can store media cache files in any specified location or automatically on the same drive as the original files (when possible). The faster the storage for your cache files, the better the playback performance.

5 You can enable proxy media file creation in the Ingest Settings dialog box. You'll find these in the Project Settings dialog box. You can also enable proxy creation by selecting the box at the top of the Media Browser. There's an Ingest Settings shortcut button there too.

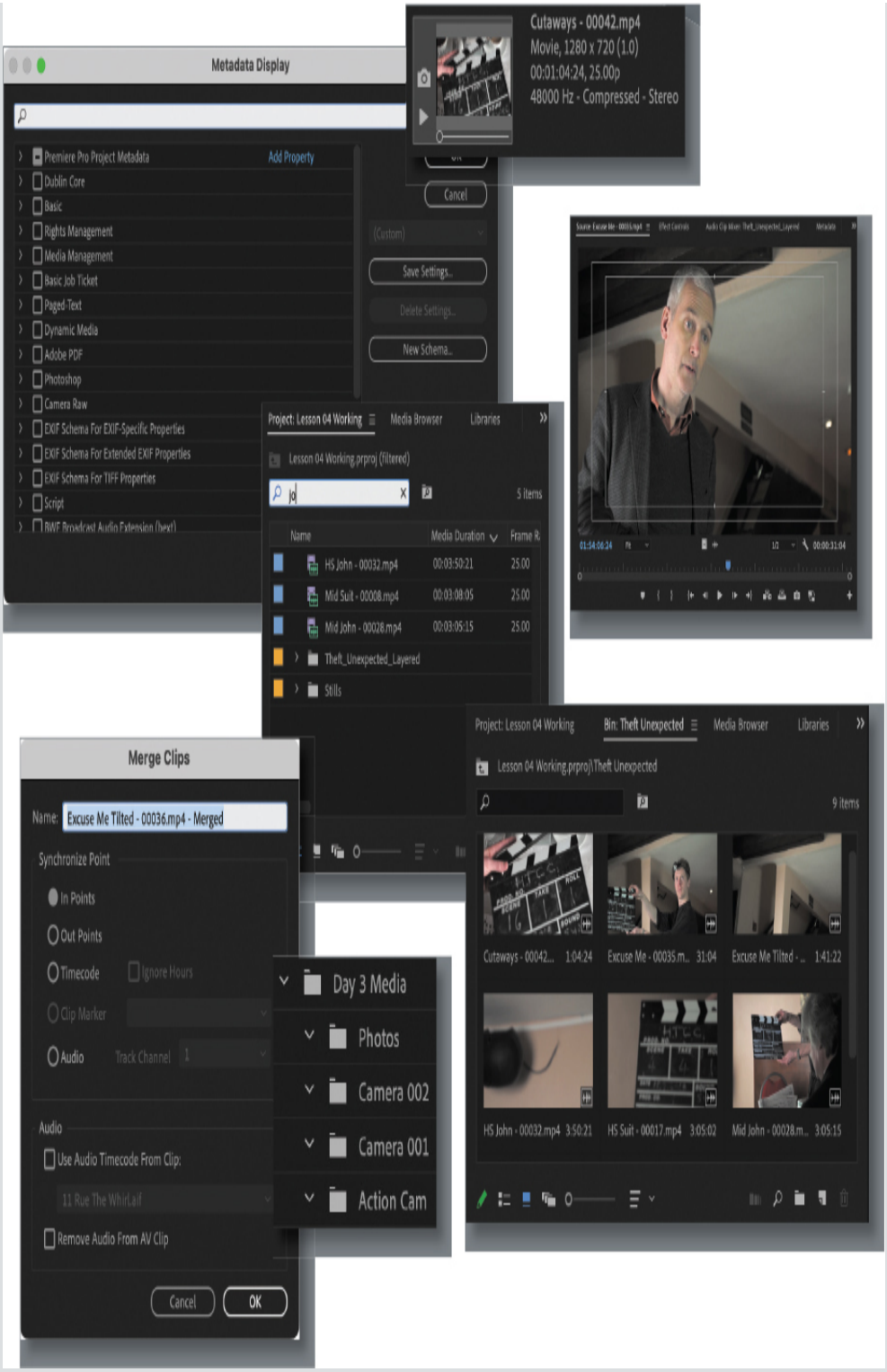
4 Organizing Media

Lesson overview

In this lesson, you'll learn how to do the following:

- Navigate the Project panel.
- Organize your project with bins.
- Add clip metadata.
- Use essential playback controls.
- Configure footage interpretation.
- Make changes to your clips.

This lesson will take about 90 minutes to complete. To get the lesson files used in this chapter, download them from the web page for this book at *peachpit.com/PremiereProCIB2024*. For more information, see "Accessing the lesson files and Web Edition" in the "Getting Started" section at the beginning of this book. Store the files on your computer in a convenient location.



Once you have some video and audio assets in your project, you'll begin looking through your footage and adding clips to a sequence. Before you do, it's well worth spending a little time organizing the assets you have—this can save you from spending hours hunting for things later.

Starting the lesson

When you have lots of clips in your project, especially many imported from several different media types, it can be a challenge to stay on top of everything, let alone finding that magic shot when you need it.

In this lesson, you'll learn how to organize your clips using the Project panel. You'll create special containers, called *bins*, to divide your clips into categories. You'll also learn about adding important metadata and labels to your clips.

Note

To ensure that the tools function and the defaults are set exactly as described in this lesson, reset the Premiere Pro preferences by holding Option (macOS) or Alt (Windows) while launching the application and then clicking Continue in the Reset Options dialog box.

You'll begin by getting to know the all-important Project panel and organizing your clips.

1. For this lesson, open the project file Lesson 04.prproj from the Lessons folder.
2. To begin, reset the workspace to the default. Choose Window > Workspaces Editing. Then choose Window > Workspaces > Reset To Saved Layout.
3. Choose File > Save As.
4. Rename the file to **Lesson 04 Working.prproj**.
5. Browse to the Lessons folder, and click Save to save the project.

   By saving a new version of the project file you can always go back to the previous version—it's an electronic paper trail.

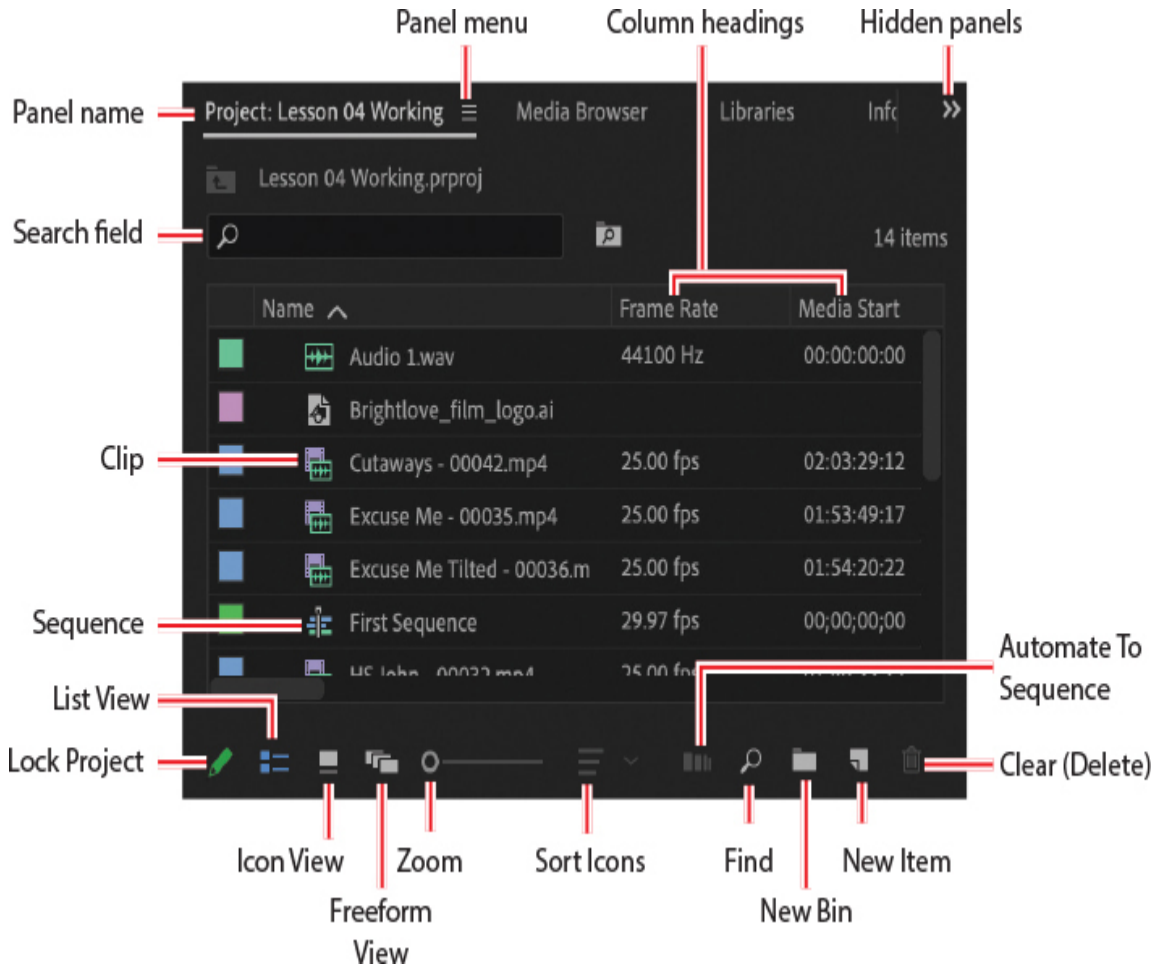
Tip

You can choose Save As or Save A Copy from the File menu. Save As saves the current project file with a new name, leaving the previous version untouched. Save A Copy creates a new separate project file while you continue to work on your existing project file.

Using the Project panel

Everything you import into your Adobe Premiere Pro project will appear in the Project panel. The Project panel has folder-like bins that you can use to stay organized and tools for browsing your clips and working with their metadata.

In addition to acting as the repository for all your clips, the Project panel gives access to important options for interpreting media. All your footage will have a frame rate (frames per second, or fps), a pixel aspect ratio (pixel shape), and a color space, usually set by the camera. You may want to change these interpretation settings for creative or technical reasons.



For example, if a video file is tagged with the wrong playback frame rate, you could change the clip interpretation to correct it. You might also receive a video file that has the wrong pixel aspect ratio setting and want to correct it.

Premiere Pro uses metadata associated with footage to know how to play it back and can display and edit additional metadata (such as location log notes) in the Project panel or the dedicated Metadata panel. If you want to change the clip metadata, you can also do so in the Project panel.

Customizing the Project panel

It’s likely that you’ll want to resize the Project panel from time to time. You’ll also alternate between looking at your clips as a list or as thumbnail icons. Sometimes it’s quicker to resize the panel than to scroll to see more information.

Tip

You can access a lot of clip information by scrolling the List view or by hovering your pointer over a clip name.

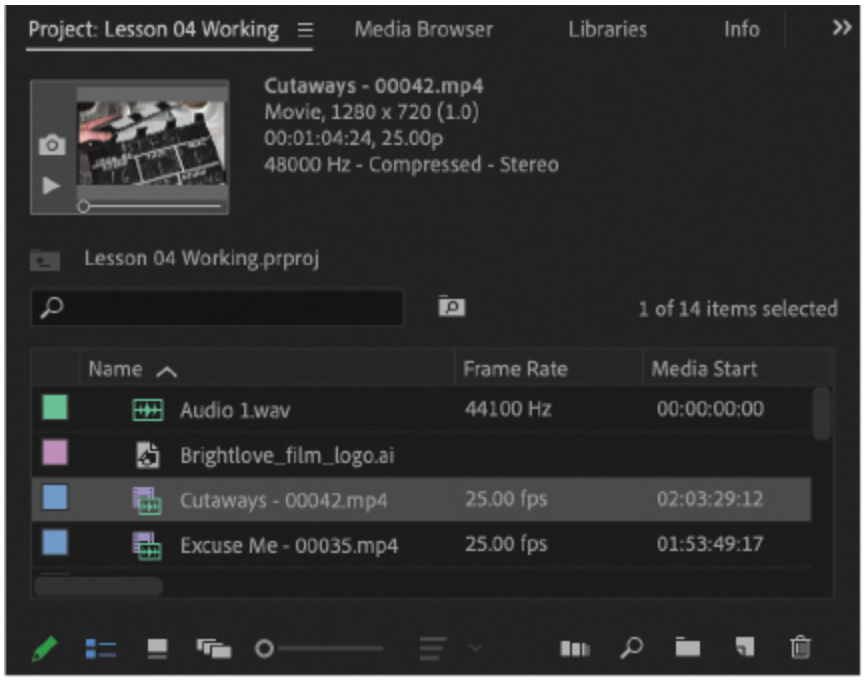
The default Editing workspace is designed to keep the interface as clean as possible so you can focus on your creative work. Part of the Project panel that's hidden from view by default, called the Preview Area, gives additional information about your clips.

Let's take a look.

1. While still working in the default Editing workspace, open the Project panel menu ☰.
2. Choose Preview Area.

Tip

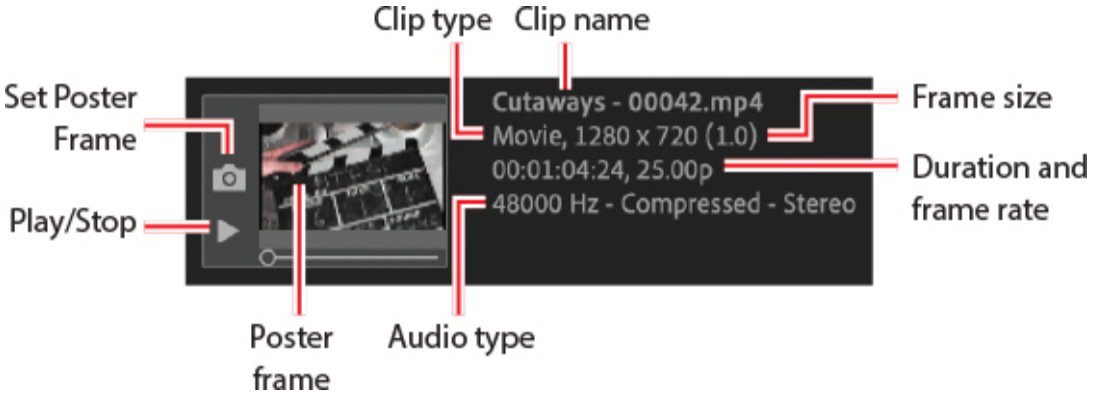
There's a quick way to toggle between seeing the Project panel in a frame and seeing it full-screen: Hover your pointer over the panel, and press the ` (accent grave) key. You can do this with any panel. If your keyboard does not have a ` (accent grave) key, you can double-click the panel name.



When you select a clip, the Preview Area shows you several kinds of useful information, including the frame size, pixel aspect ratio, and duration.

▶ Tip

Click the Set Poster Frame button to select the clip thumbnail displayed in the Project panel.



3. If it’s not already selected, click the List View button at the bottom left of the Project panel. In this view, you’ll find a lot of information about each clip listed in the Project panel organized in columns, but you need to scroll horizontally to see it.

Tip

You can scroll the Project panel view up and down using the scroll wheel on your mouse or a gesture on your touchpad.

4. Choose Preview Area from the Project panel menu again to hide it.

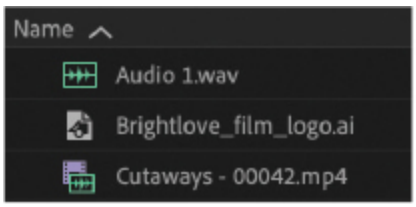
There is also a Freeform view in the Project panel, which can be used to organize clips or even begin to build sequences.

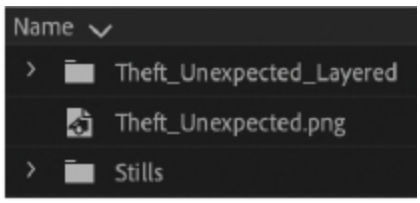
Finding assets in the Project panel

Working with clips is a little like working with pieces of paper at your desk. If you have just one or two clips, it's easy. But when you have 100 to 200, you need an organizational system.

One way you can help make things smoother throughout the edit is to invest a little time in organizing your clips right at the beginning. If you rename your clips after importing them, you can more easily locate content later (see "Changing names" in this lesson). It also helps to know how to sort items in the Project panel.

1. Click the Name column heading at the top of the Project panel. Each time you click the Name heading, items in the Project panel are displayed in alphabetical order or reverse alphabetical order. A direction indicator next to the heading shows the current sort order.





Note

You may need to drag a heading divider to expand the width of a column before you can see its sort order indicator or all of the information available in the column.

If you're searching for several clips with particular features—such as a duration or a frame size—it can be helpful to change the order in which

the headings are displayed, from left to right.

2. Scroll to the right until you can see the Media Duration heading in the Project panel. This shows the total duration of each clip's media file. You may find it helpful to resize the Project panel to see more columns.

> **Note**
>
> When you scroll to the right in the Project panel, Premiere Pro always maintains the clip names and labels on the left so you know which clips you're seeing information about.

3. Click the Media Duration heading. Premiere Pro now displays the clips in order of media duration. Notice the direction arrow is now on the Media Duration heading.

   Each time you click the heading, the direction arrow toggles between showing clips in order of increasing duration and decreasing duration.

> **Tip**
>
> The Project panel display configuration is saved with workspaces, so if you want to always have access to a particular setup, save it as part of a custom workspace.

4. Drag the Media Duration heading to the left until you see a blue divider between the Frame Rate heading and the Name heading. When you release the heading, it will be repositioned right next to the Name heading.

Note

Graphic and photo files such as Adobe Photoshop PSD, JPEG, and Adobe Illustrator AI files import with a default frame rate (timebase) and duration. You can choose a new default frame rate in the Media Preferences, using the Indeterminate Media Timebase menu. You can choose a new default duration in the Timeline Preferences, using the Still Image Default Duration menu.

Filtering bin content

Premiere Pro has search tools to help you find your media. Even if you're using the nondescriptive original clip names assigned in-camera, you can search for clips based on a number of factors, such as frame size or file type.

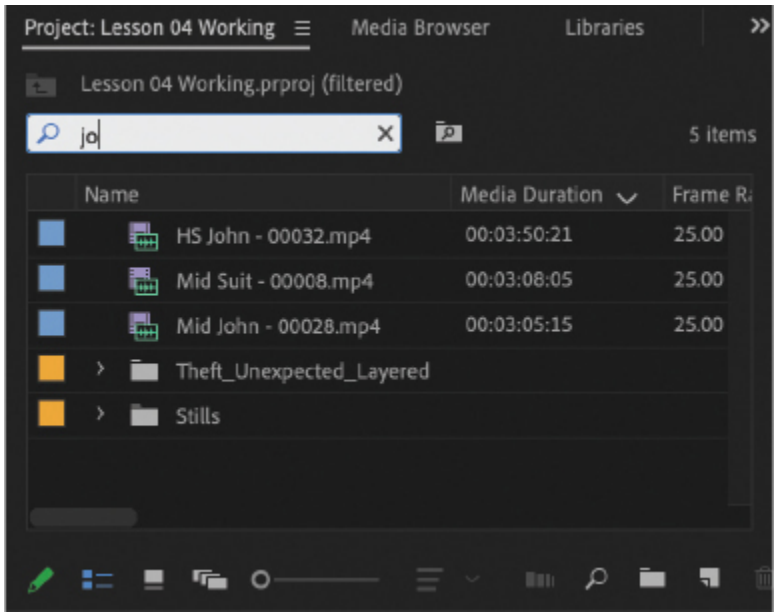
At the top of the Project panel, you can type in the Search (or Filter Bin Content) field to display only clips with names or metadata matching the text you enter. This is a quick way to locate a clip if you remember its name (or even part of its name). Clips that don't match the text you enter are hidden, and clips that do match are revealed, even if they are inside a closed bin.

Try this now.

1. Click in the Filter Bin Content box, and type **jo**.

   Note

   The name *bin* comes from film editing. The Project panel is also effectively a bin; it can contain clips and functions like any other bin.



Premiere Pro displays only the clips with the letters *jo* in the name or in the metadata, expanding bins if necessary. Notice that the name of the project is displayed above the text-entry box, along with *(filtered)*. This, along with the letters you typed, is the only indication that some of the clips in the Project panel may be hidden.

▶ Tip

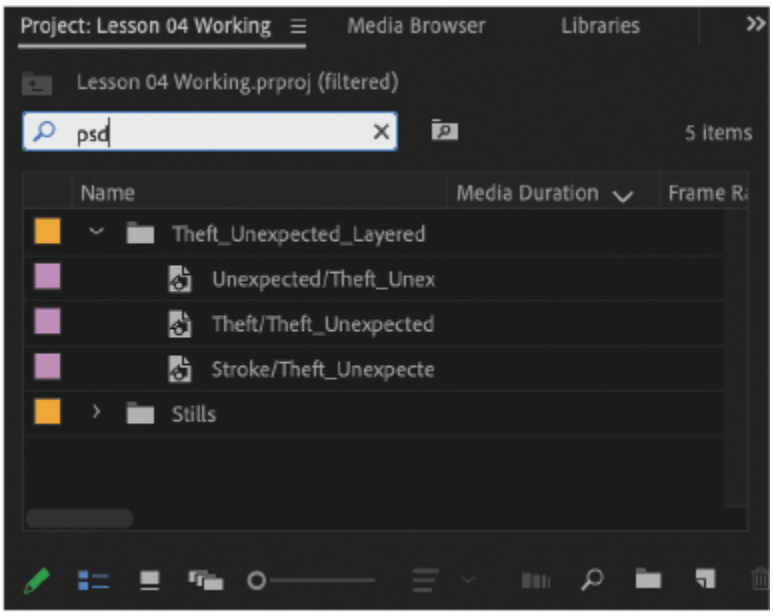
Look out for *(filtered)* in the search box. It's easy to press Spacebar while the Filter Bin Content box is active, which adds an otherwise invisible filter—the space you typed!

2. Click the X on the right of the Search field to clear your search.
3. Type **psd** in the box.

Premiere Pro displays only clips that have the letters *psd* in their name or metadata, along with all project bins.

● Note

When filtering bin contents, all bins remain visible, even if they don't contain the letters you are filtering with.



Using the Filter Bin Content box in this way, you can search for particular types of files. Notice that the clips are inside a closed bin, which opens automatically to display clips that meet your search criteria.

Some types of metadata can be edited directly in the Project panel. For example, you can add notes to the Description field, and these notes will immediately be searchable.

Note

In this context, *field* means a box or space into which you can enter text or numerical information. For clips in the Project panel, many fields are already filled, but there are several you can use freely to help organize your project.

Be sure to click the X on the right of the Search field to clear your filter when you have found the clips you want. Do this now to reveal all the clips in the project.

Using advanced Find

Premiere Pro also has an advanced Find feature. To learn about it, let's import some more clips.

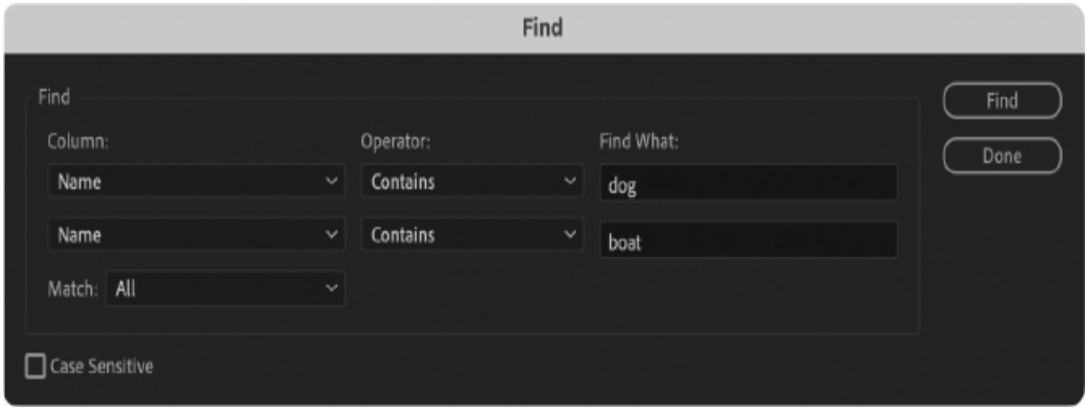
Using any of the methods described in Lesson 3, "Importing Media," import these items:

- Seattle_Skyline.mov from the Assets/Video and Audio Files/General Views folder
- Under Basket.mov from the Assets/Video and Audio Files/Basketball folder

At the bottom of the Project panel, click the Find button . Premiere Pro displays the Find dialog box, which has more advanced options for locating your clip.

You can perform two searches at once with the advanced Find dialog box. You can choose to display clips that match *all* search criteria or *any* search criteria. For example, depending on the setting you choose from the Match menu, you could do either of the following:

- Search for a clip with the words *dog* and *boat* in its name.



- Search for a clip with the word *dog* or *boat* in its name.

You can refine your search by choosing items from the following menus:

- Column: This menu lists the columns in the Project panel. When you click Find, Premiere Pro will search only within the column you choose.
- Operator: This menu contains a set of standard search options. You can choose to have the search return clips that contain your search term, match it exactly, begin with it, end with it, or lack it entirely.
- Match: Choose All to find a clip with both your first *and* your second search text. Choose Any to find a clip with *either* your first or your second search term.

▶ Tip

You can find clips in sequences too. With a sequence open and the Timeline panel active, choose Edit > Find.

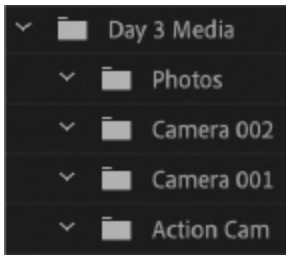
- Case Sensitive: Select this option to return only results that exactly match the uppercase and lowercase letters you enter.
- Find What: Type your search text here.

When you click Find, Premiere Pro highlights a clip that matches your search criteria. Click Find again, and Premiere Pro highlights the next clip that matches your search criteria.

Click Done now to exit the Find dialog box.

Working with bins

Bins allow you to organize clips, sequences, graphics, and so on, by dividing them into named groups.



Just as with folders on your hard drive, you can have multiple bins inside other bins, creating an organizational system as complex as your project requires.

There’s an important difference between bins and the folders on your storage drive, however: Bins exist only in your Premiere Pro project file. You won’t find individual folders representing project bins on your storage drive.

Creating bins

Let’s create a bin.

1. Click the New Bin button at the bottom of the Project panel.

   Premiere Pro creates a new bin and automatically highlights the name, ready for you to rename it. It's a good habit to name bins as soon as you create them.

   ▶ Tip

   If you accidentally create a new bin inside an existing bin, drag the new bin out of the selected bin or choose Edit > Undo to remove the new bin and create it again after deselecting.

2. You have already imported some clips from a short film, so let's give them a bin. Name the new bin **Theft Unexpected**, and press Return (macOS) or Enter (Windows). But wait—what happened?

   If your new bin is at the end of the list of items in the Project panel, pressing Return/Enter applies the new name and highlights the first item on the list. However, if the new bin is anywhere else on the list, pressing this key applies the new name and then automatically highlights the next item name on the list, so you can easily rename it too.

   ▶ Tip

   If your keyboard has a Function (fn) key, you may find that you can hold the key to switch the way the Return/Enter key works. Try this now to apply the next new bin name.

   This useful shortcut allows you to quickly rename several items in your project. If you want to apply a new name without highlighting the next item, just click elsewhere and continue your work. If you have a numerical keyboard, you can also press that Enter key to apply a new entry without highlighting the next item.

3. You can also create a bin using the File menu. Let's do this now: Make sure the Project panel is active, and deselect the bin you just created. (If a bin is selected when you create a new bin, Premiere Pro places the new bin inside the selected bin.) Choose File > New > Bin.

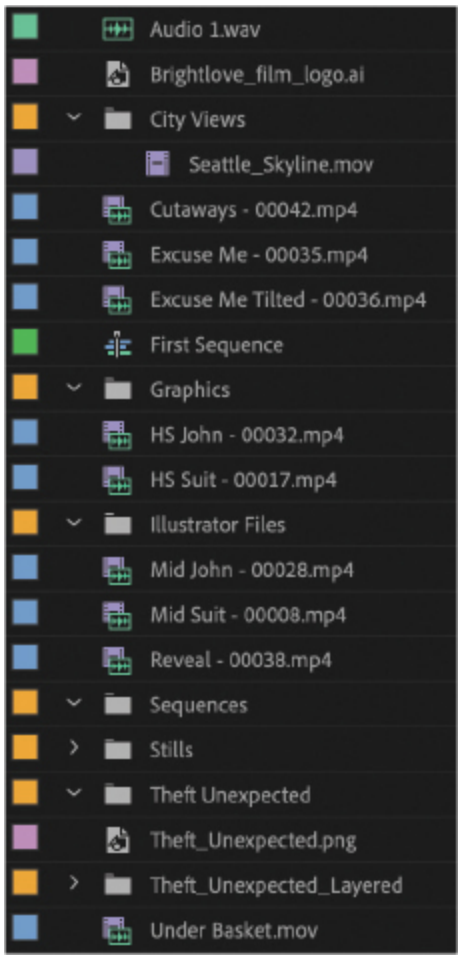
4. Name the new bin **Graphics**.
5. You can also make a new bin by right-clicking a blank area in the Project panel and choosing New Bin. Try this now.

   Note

   It can be difficult to find a blank part of the Project panel to click when it's full of clips. Try clicking just to the left of the icons, inside the panel, or choose Edit > Deselect All.
6. Name the new bin **Illustrator Files**.
7. Drag the clip Seattle_Skyline.mov onto the New Bin button at the bottom of the Project panel and release it.

   The clip is moved into a new bin. This is one of the quickest and easiest ways to create a new bin for selected clips you have already imported into your project.
8. Name the newly created bin **City Views**.
9. Make sure the Project panel is active but no existing bins are selected. Press the keyboard shortcut Command+B (macOS) or Ctrl+B (Windows) to make another bin.
10. Name the bin **Sequences**.

If your Project panel is set to List view, with the Name heading selected for sorting at the top of the panel, bins appear in alphabetical order among the clips. Newly created bins in List view are automatically expanded, with their disclosure triangles set open. You may need to click the Name heading to reset the sorting order after creating the new bins. Click the heading twice to sort in ascending order again.



Note

To rename a bin, you can right-click it and choose Rename. Type the new name, and click away from the text to apply it.

Managing media in bins

Even for this small example project, the Project panel already contains quite a lot of items, including bins. Suppose you were working on a larger project with 200 or even 2,000 clips—it’s not hard to imagine how useful bins would be!

Now that you have some bins, let’s put them to use. As you move clips into bins, use the disclosure triangles to hide their contents and tidy up the view.

1. Drag the clip Brightlove_film_logo.ai onto the Illustrator Files bin icon. This will move the clip into the bin.

2. Drag Theft_Unexpected.png into the Graphics bin.
3. Drag the whole bin called Theft_Unexpected_Layered (created automatically when you imported the layered PSD file as individual layers) into the Graphics bin.

   Note

   When you import a Photoshop file with multiple layers and choose to import it as a sequence, Premiere Pro automatically creates a bin for the layers and their sequence. For more information on this workflow, see "Importing layered Adobe Photoshop files" in Lesson 3.

4. Drag the clip Under Basket.mov into the City Views bin. You may need to resize the panel or switch it to full-screen to see both the clip and the bin.
5. Drag the sequence called First Sequence into the Sequences bin.
6. Drag all the remaining clips into the Theft Unexpected bin.

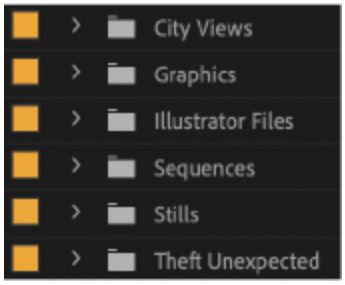
   Tip

   You can Shift-click, as well as Command-click (macOS) or Ctrl-click (Windows), to make selections in the Project panel, just like you can with files on your hard drive.

You should now have a nicely organized Project panel, with each kind of clip in its own bin.

Tip

To expand or collapse all disclosure triangles, hold Option (macOS) or Alt (Windows) while you click any disclosure triangle.



7. Click the disclosure triangle for the Graphics bin to display the contents.

   You can copy and paste clips to make extra copies if this helps you stay organized. In the Graphics bin, you have a PNG file that might be useful for the Theft Unexpected content. Let's make an extra copy.

8. Right-click the Theft_Unexpected.png clip and choose Copy.
9. Click the disclosure triangle for the Theft Unexpected bin to display the contents.
10. Right-click the Theft Unexpected bin and choose Paste to add a copy of the clip to the Theft Unexpected bin.

    When you make copies of clips, you are not making duplicate copies of the media files they are linked to. You can make as many copies as you like of a clip in your Premiere Pro project. Those copies will all link to the same original media file.

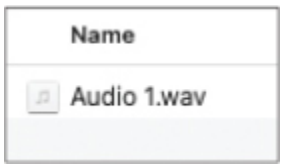
Finding your media files

If you would like to know where a media file is on your hard drive, you can right-click the clip in the Project panel and choose Reveal In Finder (macOS) or Reveal In Explorer (Windows).

The folder in your storage drive that contains the media file will open. This can be useful if you are working with media files stored on multiple hard drives or if you renamed your clips in Premiere Pro.

If you moved all the remaining clips into the Theft Unexpected bin, you should have an Audio 1.wav clip in that bin now, which is the voice-over you recorded in an earlier exercise (in this instance, it's a version provided with the project file). If you tried recording that voice-over multiple times, you may have more than one audio clip, each with a different number. Let's remove the clip but keep the audio:

1. Right-click that voice-over clip and choose Reveal In Finder (macOS) or Explorer (Windows).



2. Switch back to Premiere Pro. Click the icon for the Audio 1.wav clip to select it, and press Delete (macOS) or Backspace (Windows) to remove it.

   Premiere Pro displays a warning message to remind you that the clip is currently used in a sequence.

   ▶ Tip

   Notice that the No option in this dialog box is highlighted in blue. If you press Return/Enter, this is the option that you are selecting.

   Clicking Yes will remove the clip from the Project panel *and* any sequence that contains the clip.

   Click Yes to remove the clip.

3. Switch back to the folder containing the file in your storage. The audio file is still there!

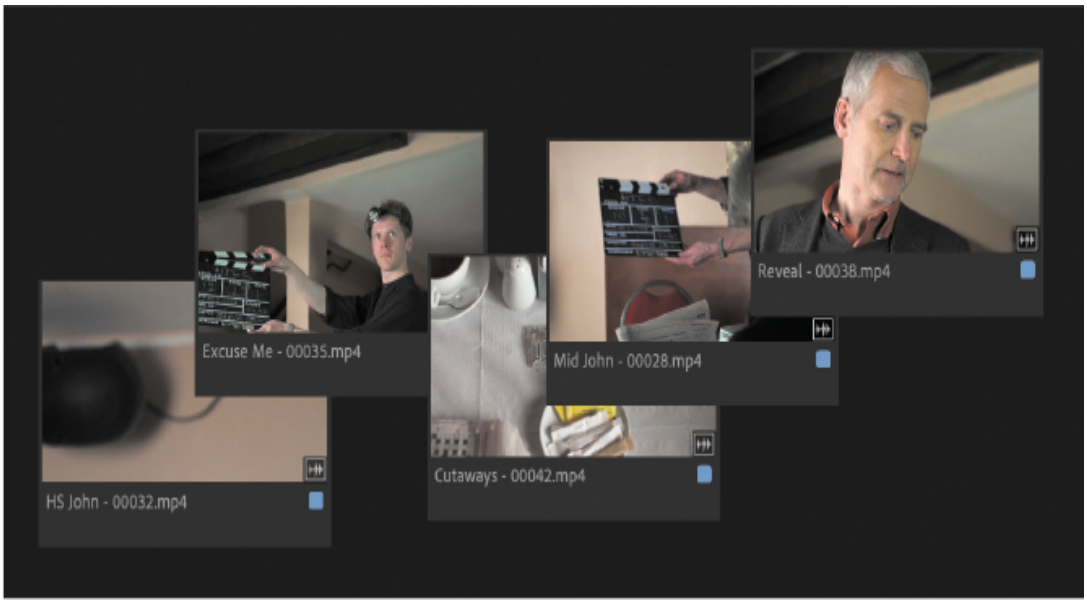
   Removing a clip in Premiere Pro does not remove the linked media file from your storage. Also, making changes to a clip in Premiere Pro does not make changes to the linked media file.

Changing bin views

Although there is a distinction between the Project panel and the bins inside it, they have the same controls and viewing options. For all intents and purposes, you can treat the Project panel as a bin; many Premiere Pro editors use the terms *bin* and *Project panel* interchangeably.

Bins have three views. You choose between them by clicking the buttons at the lower left of the Project panel.

- **List view** : By default, this view displays your clips and bins as a list, with a significant amount of metadata displayed. You can scroll through the metadata and use it to sort clips by clicking column headers.
- **Icon view** : This view displays your clips and bins as thumbnails you can rearrange and use to preview clip contents.
- **Freeform view** : This view displays clips and bins as thumbnails that you can assign different sizes, group together, and place freely in a large area.



The Project panel has a Zoom control, next to the List View, Icon View, and Freeform View buttons, which changes the size of the clip icons or thumbnails.

Note

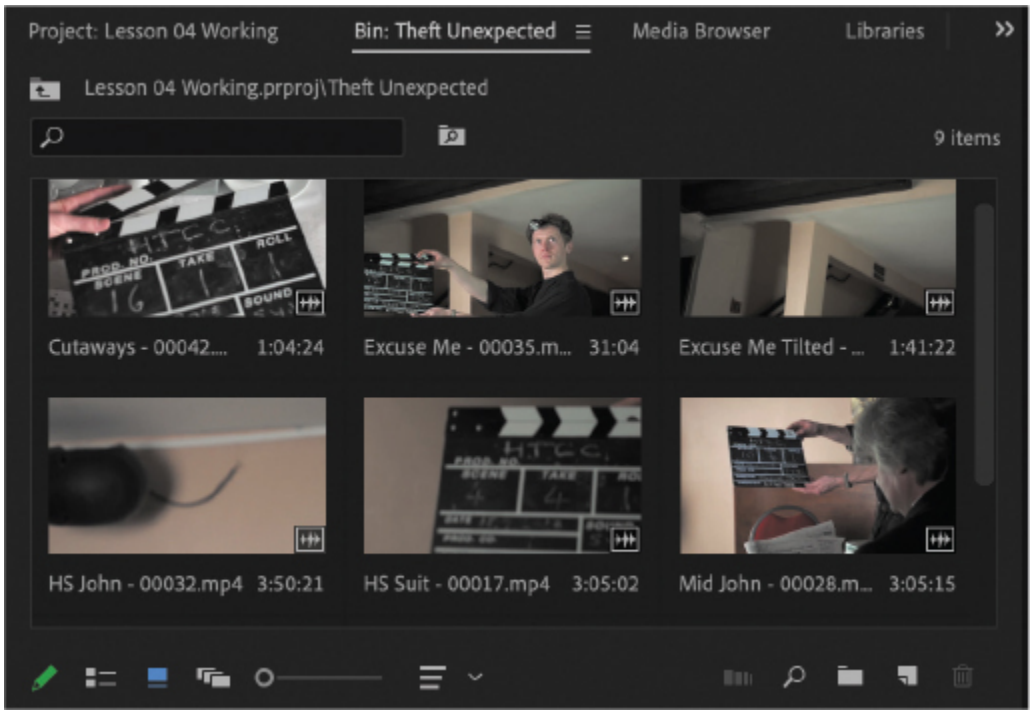
You can change the List view font size in the Project panel or a bin by clicking the panel menu and choosing Font Size. This is particularly useful if you are working on a high-resolution screen.

1. Double-click the Theft Unexpected bin. The bin opens in a new panel in the same group as the Project panel. You can keep as many bin panels open as you like and place them anywhere in the interface to help you stay organized.

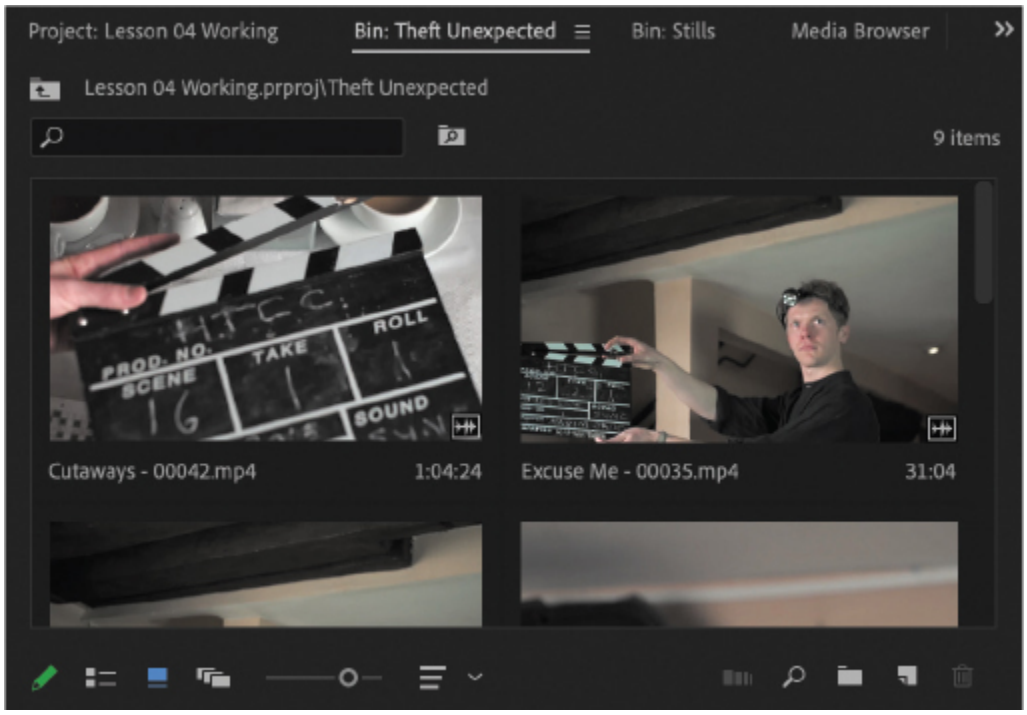
   ▶ Tip

   The option to open bins in a new panel when double-clicking, rather than the same panel, can be changed in the General preferences.

2. Click the Icon View button on the Theft Unexpected bin to display thumbnails for the clips. You may want to resize the Project panel to view more thumbnails.



3. Try adjusting the Zoom control.



Premiere Pro can display large thumbnails to make browsing and selecting your clips easier.

You can also apply various kinds of sorting to clip thumbnails in Icon view by clicking the Sort Icons menu .

4. Switch to List view .

   When you're in List view, it doesn't help that much to zoom, unless you turn on the display of thumbnails in this view.

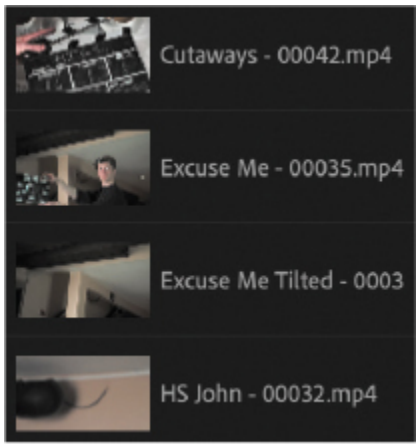
5. Open the panel menu next to the Theft Unexpected bin name at the top of the panel, and choose Thumbnails.

   Premiere Pro now displays thumbnails in List view, as well as in Icon view.

6. Drag the Zoom control to the right to increase the size of thumbnails.

Notice the numbers in the clip names. These are the original media filenames that were retained when you added descriptive names. For these lessons, we'll only refer to the descriptive clip names and omit the numbers taken from the original media.

By default, the clip thumbnails show the first frame of the media. In some clips, the first frame will not be particularly useful. Look at the clip Cutaways, for example. The thumbnail shows the clapperboard, but it would be useful to see the content.



7. Switch to Icon view .

   In this view, you can hover the pointer over clip thumbnails to preview clips.

   Note

   While in Icon view or Freeform view, selecting a clip by clicking its thumbnail reveals a small timeline control under it. Drag this timeline to view the contents of the clip.

8. Hover your pointer over the Cutaways clip. Without clicking, move the pointer until you find a frame that better represents the shot.
9. While the frame you have chosen is displayed, press Command+P (macOS) or Shift+P (Windows).

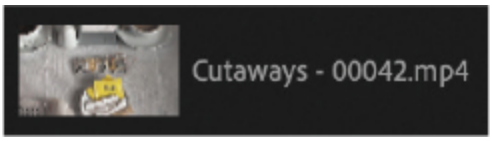
   This keyboard shortcut sets the poster frame for the clip.

Tip

You can also change the poster frame by pressing the I key, which is the keyboard shortcut for Mark In, a command that sets the beginning of a selection when choosing part of a clip that you intend to add to a sequence. This shortcut will only update the poster frame if you haven't already set one.

10. Switch back to List view.

    Premiere Pro shows your newly selected frame as the thumbnail for this clip.



11. Choose Thumbnails from the panel menu to turn off thumbnails in List view.
12. Drag the Zoom control to the left to restore the default size for the clip icons.

Creating Search Bins

When using the Search field to display specific clips, you have the option to create a special kind of virtual bin, called a Search Bin.

After typing in the Search field, click the Create New Search Bin From Query button .

A new Search Bin appears in the Project panel. Search Bins display the results of a search performed when using the Search field. You can rename Search Bins and place them in other bins.

The contents of Search Bins update dynamically, so if you add new clips to a project that meet the search criteria, they'll appear in matching Search Bins automatically. This can be a fantastic time-saver when working with documentary material that might change over time as you obtain new footage.

Assigning labels

Every item in the Project panel has a label color. In List view, the Label column shows the label color for every clip. When you add clips to a sequence, they are displayed in the Timeline panel with this label color.

▶ Tip

Once your clips have the right label colors, you can right-click a clip at any time and choose Label > Select Label Group to select and highlight all visible items with the same label.

Let's change the label color for a title clip.

1. In the Theft Unexpected bin, right-click Theft_Unexpected.png and choose Label > Forest.

   You can change label colors for multiple clips in a single step by selecting them and then right-clicking them to choose another label color.

2. Press Command+Z (macOS) or Ctrl+Z (Windows) to change the Theft_Unexpected.png label color back to Lavender.

   When you add a clip to a sequence, Premiere Pro creates a new *instance*, or copy, of that clip—you'll have one copy in the Project panel and one copy in the sequence. Both link to the same media file.

   When you change the label color for a clip in the Project panel or rename a clip, it may or may not update copies of the clip in sequences.

   If a sequence is open in the Timeline panel, you can toggle this setting by opening the Timeline Display Settings menu and choosing Show Source Clip Name And Label.

Changing the available label colors

You can assign up to 16 colors as labels to items in your project. Premiere Pro can automatically assign label colors to eight types of items (video, audio, still, etc.), which means you have eight spare label colors.

If you choose Premiere Pro > Settings > Labels (macOS) or Edit > Preferences > Labels (Windows), you'll see the list of colors, each with a color swatch. You can click the color swatch to change the color, and you can click the name to rename it.

You can use the Label Defaults options to choose different default labels for each kind of item in your project.

Changing names

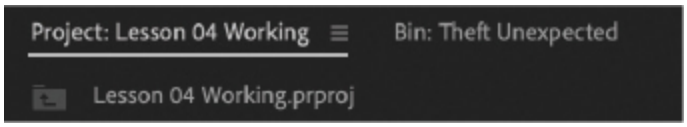
Because clips in your project are separate from the media files they link to, you can rename items in Premiere Pro without affecting the names of your original media files on the hard drive. This makes it safe to rename clips, which can be helpful when organizing a complex project.

If you opened the Theft Unexpected bin by double-clicking it, it will have opened as a new panel in the same group as the Project panel. Let's begin by navigating between these bins.

At the top left of the Theft Unexpected bin, notice the button to navigate up . This button appears whenever you are viewing the contents of a bin by opening it. Just as Finder (macOS) and Explorer (Windows) have navigation buttons, you can use this button to browse "up" to the container of the current bin. In this case, it's the Project panel, but it could just as easily be another bin.

1. Click to navigate up to the Project panel.

   The Project panel comes to the front and becomes the active panel, with an underline for the panel name. The Theft Unexpected bin is still open.

   Whenever you navigate between bins that are already open, Premiere Pro brings the existing open instance to the front. This way, you won't have multiple instances of the same bin taking up screen space.

2. Open the Graphics bin by double-clicking it.
3. Right-click the clip Theft_Unexpected.png and choose Rename.
4. Change the name to **TU Title BW** (that is, Theft Unexpected Title Black and White). After typing the new name, click the background of the Project panel to apply it.

5. Right-click the newly renamed clip, TU Title BW, and choose Reveal In Finder (macOS) or Reveal In Explorer (Windows).

Tip

To rename an item in the Project panel, you can also click the item name, wait a moment, and click again, or you can select the item and press Return (macOS) or Enter (Windows). Be sure to use the Return or Enter key on the right edge of the main alphanumeric keyboard rather than the Enter key on the numeric keyboard, if you have one.

The original media file is displayed in its current location. Notice that the original filename has not changed.

Earlier you deleted a clip in this project and the original media file remained untouched—in a sense this is similar to renaming a clip in a project. Changing the clip in Premiere Pro does not change the media file.

- Note

  When you change the name of a clip in Premiere Pro, the new name is stored in the project file. Different Premiere Pro project files may use different names for the same clip. In fact, you could have two copies of a clip in the same project with different names.

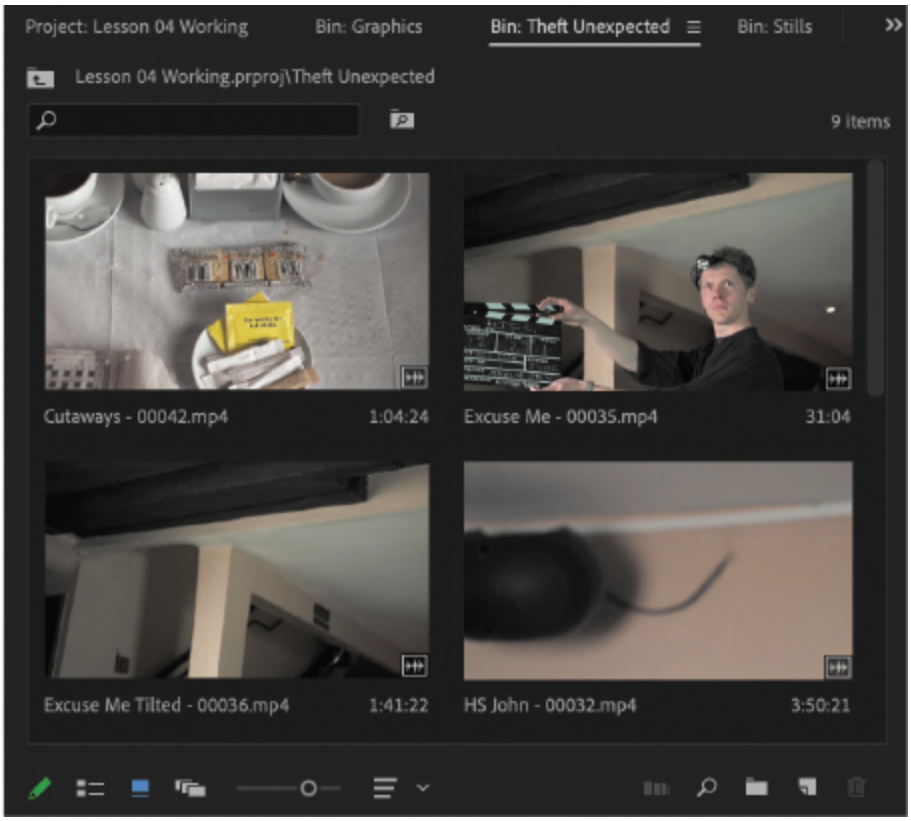
It's helpful to be clear about the relationship between your original media files and the clips inside the Premiere Pro project because it explains much of the way the application works.

Reviewing footage

The greater part of video editing is spent reviewing clips and making creative choices about them.

In Premiere Pro, you can perform common tasks, such as playing video clips, in multiple ways. You can use the keyboard, click buttons with your pointer, or use an external device such as a jog/shuttle controller.

1. Navigate to the Theft Unexpected bin.
2. Click the Icon View button at the lower-left corner of the bin, and use the Zoom control to set the thumbnails to a size you are happy with.



3. Hover your pointer over any of the thumbnails in the bin.

   Premiere Pro displays the contents of the clip as you move your pointer, which is called *hover scrubbing*. The left edge of the thumbnail represents the beginning of the clip, and the right edge represents the end. In this way, the width of the thumbnail represents the whole clip. While you're hover scrubbing, a tiny navigator appears at the bottom of the thumbnail.

4. Select a clip by clicking it once (be careful not to double-click, which will open the clip in the Source Monitor).

   When you select the clip and hover your pointer over it, the navigator at the bottom of the thumbnail grows larger, and a small gray playhead appears. Try dragging through the clip using this playhead. When you do so, the clip audio will also play.

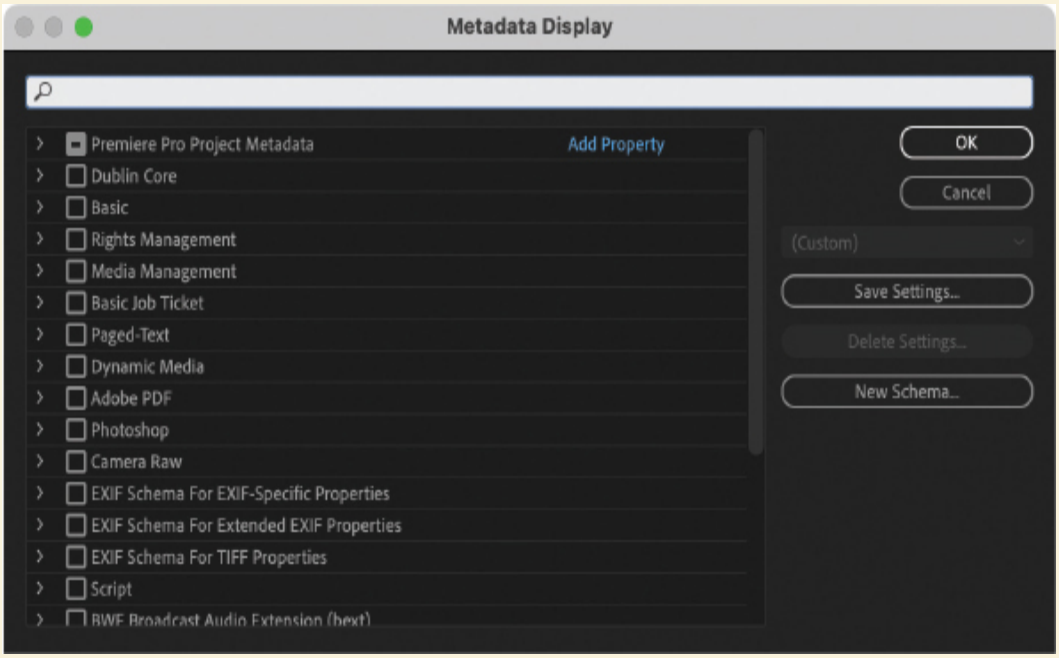
When a clip is selected, you also can use the J, K, and L keys on your keyboard to perform playback.

- **J**: Play backward
- **K**: Pause
- **L**: Play forward

Customizing bins

When set to List view, the Project panel displays a number of columns of information about each clip. Depending on the clips you have and the types of metadata you are working with, you might want to change the columns that are displayed.

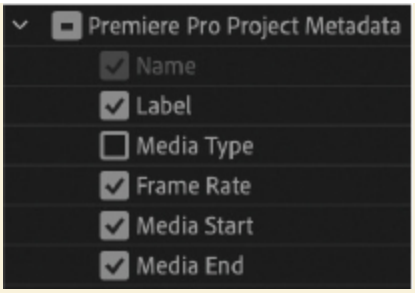
To accomplish this, open the Project panel menu ☰ and choose Metadata Display.



The Metadata Display dialog box allows you to select the kinds of metadata to display in the List view of the Project panel (and any bins). The dialog box lists the types of data in groups; click the disclosure triangle for a group to display the properties in that group.

Select a single property to add it as a column heading in the Project panel or bin. Select a group to add all the properties in that group.

Keep in mind that metadata display settings for individual bins are saved in the project file, while metadata display settings for the Project panel are saved with the workspace.



Any bins that you have not yet opened will inherit the settings from the Project panel, so make changes in that panel if you want them to be applied to every bin.

Note

Notice there's a Search box at the top of the Metadata Display dialog box. Enter the name of an item here to locate it if you're not sure which category to browse in.

Note

Several useful bin columns are displayed by default, including the Good checkbox. Select this box for clips you prefer, and then click the column heading to sort selected shots from unwanted content.

5. Select a clip, and use the J, K, and L keys to play the video in the thumbnail. You can also use the spacebar to play and stop.

   Tip

   If you press the J or L key multiple times, the video will play at multiple speeds. Pressing Shift+J or Shift+L reduces or increases playback speed in 10% increments.

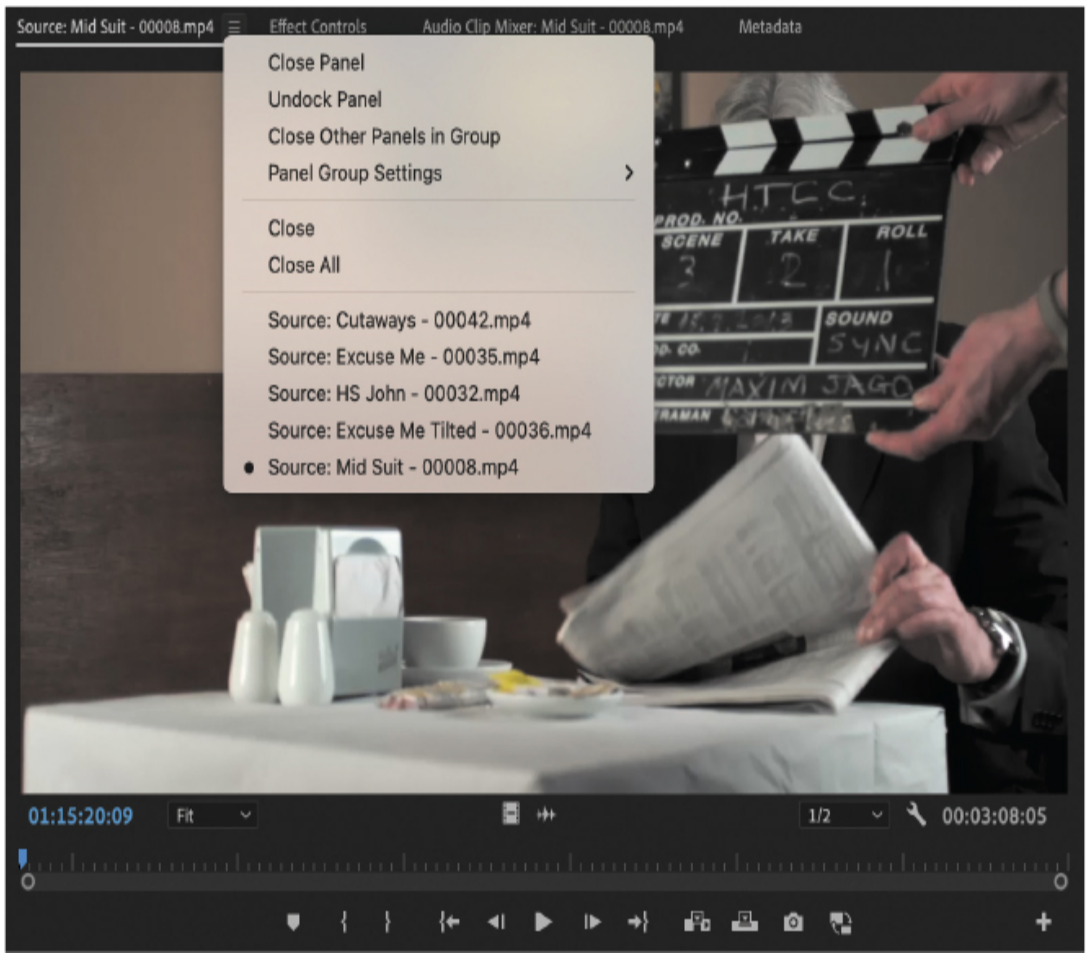
   When you double-click a clip, Premiere Pro displays the clip in the Source Monitor and also adds it to a list of recent clips.

Touchscreen editing

If you are working on a touchscreen computer, you may see additional controls on thumbnails in the Project panel.

These allow you to perform editing tasks without a mouse or trackpad. To see these controls on a nontouchscreen computer, click the panel menu and choose Thumbnail Controls For All Pointing Devices.

6. Double-click four or five clips from the Theft Unexpected bin to open them in the Source Monitor.
7. Open the Source Monitor panel menu to browse your recent clips.



Tip

Notice that you have the option to close a single clip or close all clips, clearing the menu and the monitor. Some editors like to clear the menu and then open several clips that are part of a scene by selecting them in the bin and dragging them into the Source Monitor together. You can then use the Recent Items menu to browse only the clips from that selection. You can also quickly cycle through clips on this recent list by pressing Shift+2 with the Source Monitor active.

8. Open the Zoom Level menu at the bottom left of the Source Monitor.

By default, this is set to Fit, which means Premiere Pro will display the whole frame, regardless of the original size. The resolution of your

clips will often be higher than that of your Source Monitor. Change the setting to 100%.

It's likely scroll bars have appeared at the bottom and on the right of your Source Monitor so you can view different parts of the image. However, if you are working on a very high-resolution screen, it's possible the image got smaller.

> **Tip**
>
> Premiere Pro has multiple tools for different purposes. You can use the Hand tool (with the keyboard shortcut H) to drag the view around in the Source Monitor and Program Monitor. Be sure to switch back to the Selection tool when you are finished.

The benefit of viewing with Zoom set to 100% is that you see every pixel of the original video, which is useful for checking the quality.

9. Now choose Fit from the Zoom Level menu.

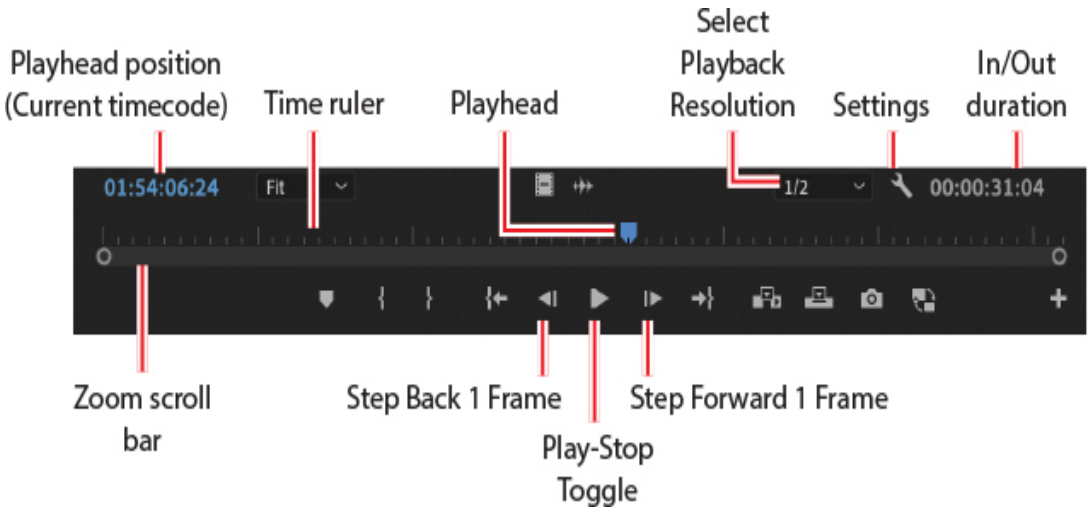
Using essential playback controls

Let's look at the Source Monitor playback controls.

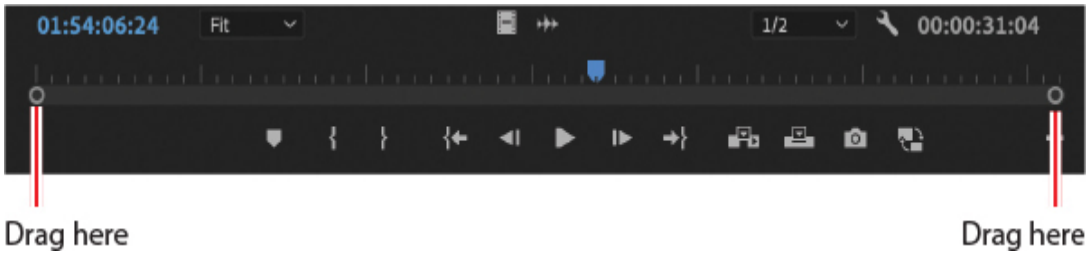
1. Double-click the shot Excuse Me (not Excuse Me Tilted) in the Theft Unexpected bin to open it in the Source Monitor.

> **Tip**
>
> Hover the pointer over each button to see the name and keyboard shortcut (in parentheses).

2. At the bottom of the Source Monitor, you'll find a blue playhead marker. Drag it along the bottom of the panel to view various parts of the clip. You can also click wherever you want the playhead to go, and it will jump to that spot.



3. Below the time ruler and its playhead, there's a scroll bar that doubles as a Zoom control. Drag one end of this scroll bar toward the other to zoom in on the time ruler. This will make it easier to navigate longer clips precisely.



4. Click the Play-Stop Toggle button to play the clip. Click it again to stop playback. You can also use the spacebar to start and stop playback.

5. Click the Step Back 1 Frame and Step Forward 1 Frame buttons to move through the clip one frame at a time. You can also use the Left Arrow and Right Arrow keys on your keyboard.
6. Try using the J, K, and L keys to play your clip.
7. Try holding K while you press and release the J or L key. The playhead will move one frame and play the associated audio, making it useful when seeking a precise moment in dialogue.

> **Note**
>
> Panel selection is important when using keyboard shortcuts (and menus). If you find the J, K, and L keys don't work, double-check that the Source Monitor is selected (it will be outlined in blue).

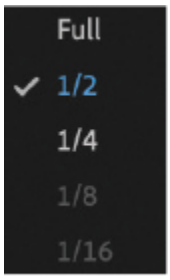
Lowering the playback resolution

If you have an older or slower computer processor or are working with large frame sizes, such as Ultra High-Definition (UHD, 4K, 8K, or above), your computer may struggle to play all the frames of your video clips. Clips will play with the correct timing (10 seconds of video will still take 10 seconds), but some frames may not be displayed.

To work with a wide variety of computer hardware configurations, from powerful desktop workstations to lightweight portable laptops, Premiere Pro can lower the playback resolution to help make playback smoother.

There are separate menus in the Source Monitor and Program Monitor to set the playback resolution. The default resolution is 1/2.

You can change the playback resolution using the Select Playback Resolution menu on the Source Monitor and Program Monitor.



Some lower resolutions are available only when working with particular media types. This is because, for other media types, the work of converting the image to a lower resolution might be more than the work saved by not playing full resolution (not all codecs can be played back at a lower resolution efficiently). In that case, some resolutions will automatically be dimmed and unavailable.

Tip

If you are working with a particularly powerful computer, you may want to choose High Quality Playback from the monitor Settings menu . This maximizes preview playback quality, particularly for compressed media like H.264 video, graphics, and stills (potentially at the expense of playback performance).

Getting timecode information

At the bottom left of the Source Monitor, a timecode display in blue shows the current position of the playhead in hours, minutes, seconds, and frames (00:00:00:00), according to the clip's timecode. For example, 01:54:06:24 is 1 hour, 54 minutes, 6 seconds, and 24 frames.

Clip timecode may not begin at 00:00:00:00, so you should not count on this number to assess the duration of a clip.

At the bottom right of the Source Monitor, a timecode display in light gray shows the duration of your current clip selection.

By default, this shows the whole clip duration, but later you'll add special *In point* and *Out point* marks to make a partial selection. When you do, the duration shown will update.

In and Out points are simple to use: Click the Mark In button to set the beginning of the part of a clip you want to use, and click the Mark Out button to set the end of the part of a clip you want. You'll learn more about this in Lesson 5, "Editing Video—the Essentials."

Displaying safe margins

Television monitors often crop the edges of the picture to achieve a clean edge. Open the Settings menu at the bottom of the Source Monitor, and choose Safe Margins to display useful white outlines over the image.

The outer box is the *action-safe zone*. Aim to keep important action inside this box so that when the picture is displayed, edge cropping does not hide what's going on.

The inner box is the *title-safe zone*. Keep titles and graphics inside this box so that even on a badly adjusted display, your audience will be able to read the words.

Modern televisions crop the frame less, and online videos are not cropped at all. You'll probably want to adjust the size of the safe zones according to your intended delivery medium.

Premiere Pro has advanced overlay options that you can configure to display useful information in the Source Monitor and Program Monitor. To enable or disable overlays, open the monitor's Settings menu and choose Overlays.

You can access the specific settings for overlays and safe margins by clicking the monitor's Settings menu and choosing Overlay Settings > Settings.

You can disable Safe Margins or Overlays by choosing them from the Source Monitor or Program Monitor's Settings menu again. Do so now so you can see the image clearly.

Customizing the monitors

To customize the way a monitor displays video, open each monitor's Settings menu .

The Source Monitor and Program Monitor have similar options. In the Source Monitor, you can view the waveform of the audio in the clip, which shows amplitude over time (useful if you are searching for a particular sound or the start of a word).

For now, make sure Composite Video is chosen from the Source Monitor Settings menu.

You can quickly switch between viewing the clip audio waveform and the video by clicking Drag Video Only or Drag Audio Only , just under the middle of the video display.

Tip

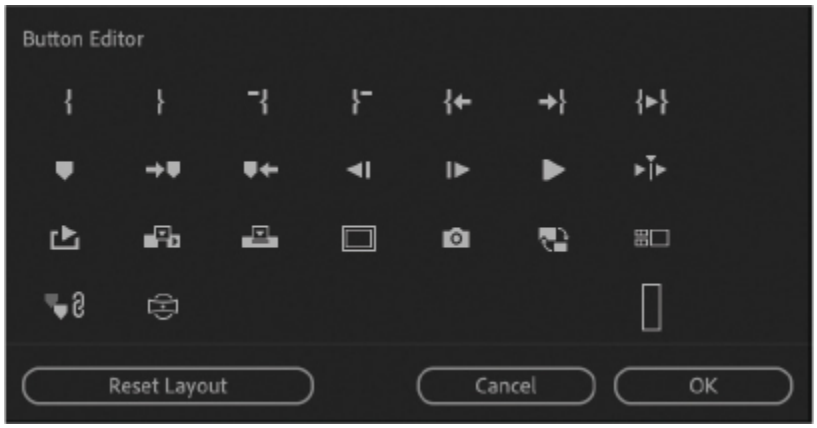
If you are working with 360° video, you can switch to a VR video viewing mode using the Source Monitor and Program Monitor Settings menus.

These icons are mainly used to drag only the video or only the audio part of a clip into a sequence, but they also provide this useful shortcut to view the audio waveform.

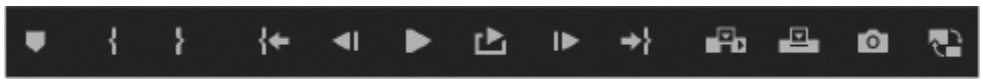
You can add, move, or remove buttons at the bottom of the Source Monitor and Program Monitor. Note that any customizations you make to the buttons on one of the monitor panels are applied only to that panel.

1. Click the Button Editor at the lower right of the Source Monitor.

   The complete set of available buttons appears on a floating panel.



2. Drag the Loop Playback button from the floating panel to a spot to the right of the Play button on the Source Monitor (the other buttons will automatically make space for it), and click OK to close the Button Editor.



3. Double-click the Excuse Me clip in the Theft Unexpected bin to open it in the Source Monitor, if it isn't open already.
4. Click the Loop Playback button you added to activate it. The button is blue when it's activated.

5. Click the Play button to play the clip. Play the video using the spacebar or the Play button on the Source Monitor. Stop the playback when you see the video start again.

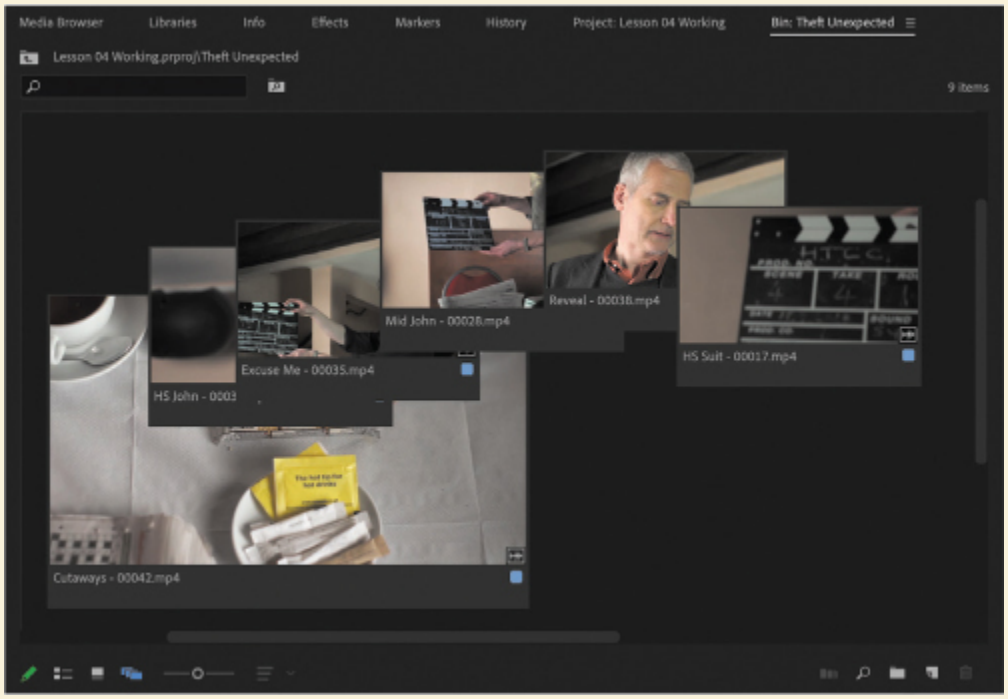
   With Loop turned on, Premiere Pro continuously repeats playback of a clip or sequence. If there are In and Out points set, playback loops between them. This is a great way to review a section of a clip.

   ▶ Tip

   If you are comfortable using keyboard shortcuts only, you can hide all of the buttons along the lower edge of the Source Monitor or Program Monitor. To do so, choose Show Transport Controls in the Source Monitor or Program Monitor Settings menu. Select this item again to restore the buttons.

Exploring Freeform view

While bins provide a convenient way to organize your clips, as lists of items or as thumbnails, Freeform view, the Project panel's third viewing mode, allows you to group clips *within* a bin. Freeform view looks a lot like Icon view except that now you can position clips anywhere, including beyond the edges of the panel. You also can set different thumbnail sizes for different clips and organize clips as stacks or groups. You can snap the edges of thumbnails together. By placing clips next to each other in a line, you can use hover scrubbing to quickly review multiple clips.



Freeform view is an open canvas for you to arrange clips into groups and experiment with possible combinations before adding them to a sequence.

Modifying clips

Premiere Pro uses metadata associated with media files to know how to play linked clips. For example, information about the playback frame rate is

stored in the media file as metadata. This metadata is normally added when the media is created (by the camera, for example), but occasionally it might be missing or set wrong. Sometimes, you'll need to tell Premiere Pro how to interpret clips.

You can change the interpretation for one clip or multiple clips in a single step. All instances of selected clips (including copies already edited into a sequence) are affected by changes you make to interpretation.

▶ Tip

If you are not familiar with terms like *metadata*, check out the glossary provided for download with the rest of the book's online content at peachpit.com (see "Getting Started" earlier in the book). It offers explanations for many of the specialized terms used when describing post-production.

Choosing audio channels

Premiere Pro has advanced audio management features. You can create complex sound mixes and selectively target output audio channels with original clip audio. You can work with mono, stereo, 5.1, Ambisonics, and even 32-channel sequences and clips with precise control over the routing of audio channels.

If you're just starting out, you'll probably want to produce sequences mastered in stereo using mono or stereo source clips. In this case, the default settings are most likely all you will need.

When recording audio with a professional camera, it's common to have one microphone record onto one audio channel and a second microphone record onto another audio channel. These are the same audio channels that would be used for regular stereo audio, but they now contain completely separate sound.

Note

Changes made to clip interpretation are applied to the clip, not the media file it is linked to. This means you could have two copies of a clip, both linked to the same media file but with different interpretation settings. The media file is not changed.

What is an audio channel?

When an audio recording is created, it's always captured and stored as one or more audio channels. Think of a channel as a single signal—something you could hear with one ear.

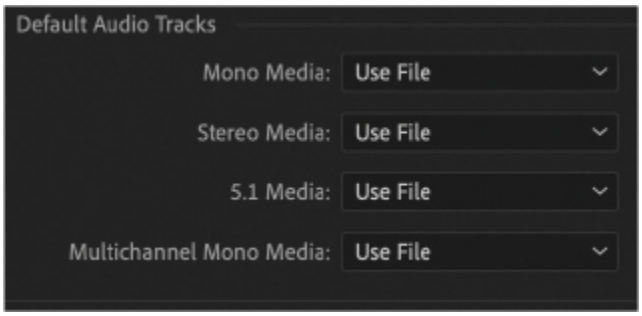
Because we have two ears, we are able to hear in stereo—sensing where a sound comes from by comparing differences in the way the sound arrives at each ear. The process happens automatically and precognitively (your conscious mind doesn't do any analysis to sense where a sound comes from).

To capture stereo (the sound two ears can detect), you need two signals, so two channels are recorded using microphones.

One signal (let's say the sound a microphone captures) is captured as one channel in an audio recording. For output, one channel will play through one speaker or headphone ear. The more channels you have for recording, the more sources you can capture independently (think of capturing an entire orchestra with many channels to be able to adjust the volume of each instrument separately in post-production).

To play audio with different volume levels on multiple speakers (for surround sound, for example), you need multiple playback channels. You'll learn more about working with audio in Lesson 10, "Editing and Mixing Audio."

Your camera adds metadata to the audio to tell Premiere Pro whether the sound is meant to be mono (separate audio channels) or stereo (channel 1 audio and channel 2 audio combined to produce the complete stereo mix).

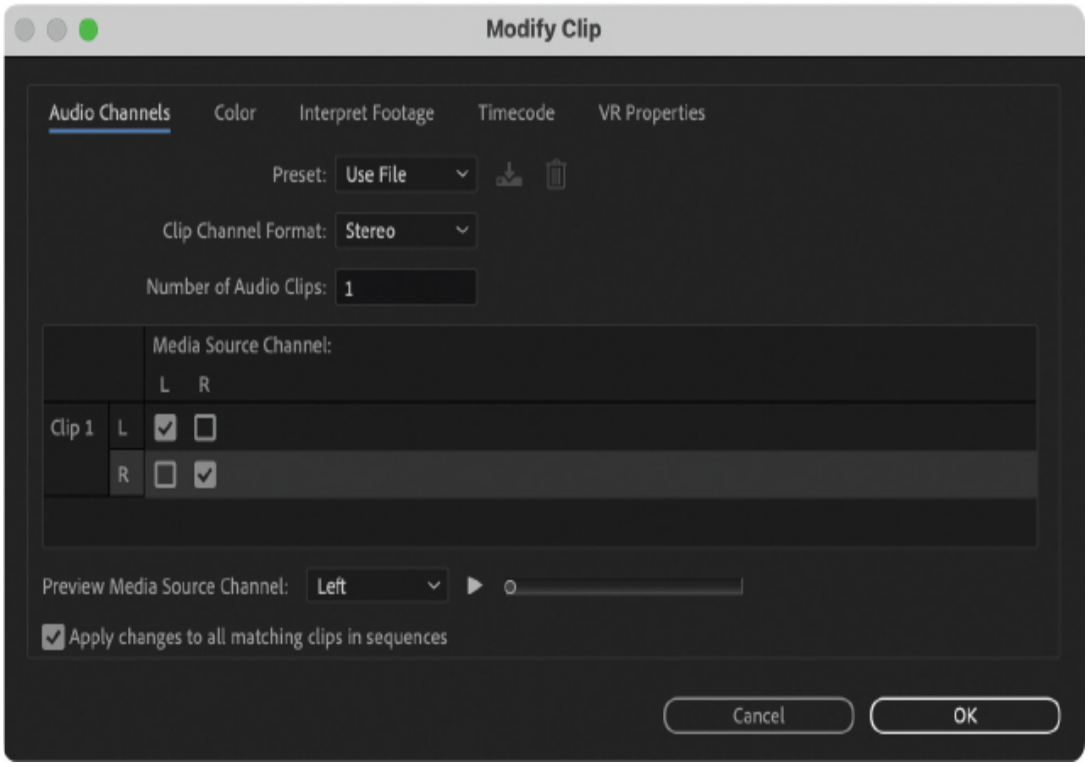


You can tell Premiere Pro how to interpret audio channels when new media files are imported by choosing Premiere Pro > Settings > Timeline > Default Audio Tracks (macOS) or Edit > Preferences > Timeline > Default Audio Tracks (Windows).

The Use File option means Premiere Pro will use the audio channel settings applied to the clip when it was created. You can override that option for each media type using the appropriate menu.

If the setting was wrong when you imported your clips, it’s easy to set a different way to interpret the audio channels in the Project panel.

1. Click the name of the Theft Unexpected bin to bring it to the front. If the bin is not open, double-click it to open it in the Project panel.
2. Right-click the Reveal clip in the Theft Unexpected bin and choose Modify > Audio Channels.



When the Preset menu is set to Use File, as it is here, Premiere Pro will use the file's metadata to set the channel format for the audio.

In this case, Clip Channel Format is set to stereo, and Number Of Audio Clips is set to 1—that's the number of audio clips that will be added to a sequence if you edit this clip into it.

Now look at the channel matrix below those options. The Left and Right audio channels of the source clip (described as Media Source Channel) are both assigned to a single clip (described as Clip 1).

When you add this clip to a sequence, it will appear as one video clip and one audio clip, with both audio channels in the same audio clip.

3. Open the Preset menu, and choose Mono. Be sure to use the Preset menu and not the Clip Channel Format menu.

   Premiere Pro switches the Clip Channel Format menu to Mono, so the Left and Right source channels are now linked to two separate clips.

   This means that when you add the clip to a sequence, each audio channel will go on a separate track, as separate clips, allowing you to work on them independently.

4. Click OK.

A few tips on audio clip channel interpretation

Here are some things to keep in mind when working with audio clip channel interpretation:

- In the Modify Clip dialog box, every available audio channel will be listed. If your source audio has channels you don't need, you can deselect them, and those empty channels won't take up space in your sequence as clips.
- If you override the original file audio channel interpretation (mono, stereo, etc.), you may need a different type of audio track when the clip is added to a sequence.
- The list of clips on the left (which may be as short as one clip) shows how many audio clips will be added to a sequence when edited in.
- Use the checkboxes to choose which source audio channels are included when the clip is edited into a sequence. This means you can combine multiple source audio channels into a single sequence clip or separate them into different clips in any way that works for your project.
- Changes made to audio clip channel interpretation will not update clip instances that are already edited into a sequence. The next time you edit a modified clip into a sequence, the new interpretation will apply. This means you could have two instances of the same clip in a sequence with different audio channels.

Merging clips

It’s common for professional video to be recorded on a camera with relatively low-quality audio, while high-quality sound is recorded on a separate device. When working this way, you’ll want to combine the high-quality audio with the video by merging them in the Project panel.

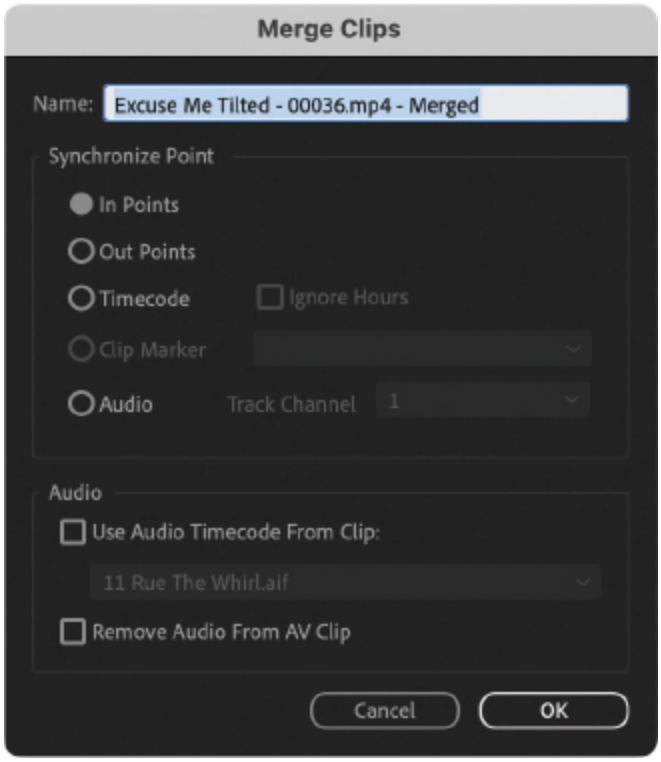
The most important factor when merging video and audio files in this way is synchronization for the audio. You will either manually define a sync point—like a clapperboard mark—or allow Premiere Pro to sync your clips automatically based on their original timecode information or by matching up their audio.

If you choose to sync clips using audio, Premiere Pro will analyze both the in-camera audio and the separately captured sound and match them up. The option to sync automatically using the audio in both clips makes it worthwhile attaching a microphone to your camera, even if you know you won’t use the audio in post-production. The following steps are described for your information only—no need to follow along.

1. If you don’t have matching audio in the clips you are merging, you can manually add a marker to each clip you want to merge on a clear sync point like a clapperboard or a visible and audible hand clap. The keyboard shortcut to add a marker is M.
2. Select the camera clip and the separate audio clip, right-click either item, and choose Merge Clips.

   There’s an option to use audio timecode (sometimes useful for older, archived tape-based media).

   There’s also an option to automatically remove the unwanted audio included with the audio-video clip. You may want to keep that audio, though, just in case there’s a momentary issue with the external microphone audio, like something bumping the microphone.



3. Under Synchronize Point, select your sync method, and click OK to create a new clip that combines the video and the “good” audio in a single item.

▶ Tip

You can also use the more advanced Multicamera Source Sequence workflow to synchronize multiple clips in a single step. For more information on this workflow, check out the Best Practices and Workflow Guide for Long Form and Episodic Post Production, available at *helpx.adobe.com*.

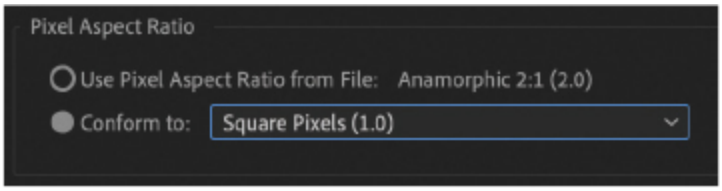
Interpreting video footage

For Premiere Pro to play a clip correctly, it needs to know the frame rate for the video, the pixel aspect ratio (the shape of the pixels), the color space, and, if your clip is interlaced, the order in which to display the fields. Premiere Pro can usually find out this information from the file’s metadata, but you can override the interpretation easily. Let’s try this now:

1. Use the Media Browser panel to import RED Video.R3D from the Assets/Video and Audio Files/RED folder. Then double-click the clip to open it in the Source Monitor. It's full anamorphic widescreen, which is wider than regular 16×9 footage. This wider aspect ratio is achieved by using pixels that are wider.
2. Right-click the clip in the Project panel and choose Modify > Interpret Footage.

   The option to modify audio channels is unavailable because this clip has no audio.

   Right now, the clip is set to use the pixel aspect ratio setting from the file: Anamorphic 2:1. This means the pixels are twice as wide as they are tall.
3. In the Pixel Aspect Ratio section, select Conform To, choose Square Pixels (1.0), and click OK.

   Take a look at the clip in the Source Monitor. The clip looks almost square!
4. Try another aspect ratio. Right-click the clip in the Project panel and choose Modify > Interpret Footage. Choose DVCPRO HD (1.5) from the adjacent menu. Click OK, and take a look at the clip again in the Source Monitor.

From now on, Premiere Pro will interpret the clip as having pixels that are 1.5 times wider than they are tall. This reshapes the picture to make it standard 16:9 widescreen.

Changing the pixel aspect ratio is rarely a good solution when making creative decisions because it widens or compresses horizontal space in the picture—all circles will become ovals, for example. However, if all circles already appear to be ovals and all squares appear to be rectangles, it may be

that you need to correct the pixel aspect ratio interpretation for technical reasons.

Review questions

1 How do you change the List view column headings displayed in the Project panel?

2 How can you quickly filter the display of clips in the Project panel to make finding a clip easier?

3 How do you create a new bin?

4 If you change the name of a clip in the Project panel, does it change the name of the media file it links to on your hard drive?

5 What keyboard shortcuts can you use to play video and sound clips?

6 How can you change the way clip audio channels are interpreted?

Review answers

1 Open the Project panel menu, and choose Metadata Display. Select the checkbox for any column heading you want to appear. You can also right-click a heading and choose Metadata Display to access these settings.

2 Click the Search field, and start typing the name of the clip you are looking for. Premiere Pro hides clips that don’t match what you typed and reveals those that do, even if they are in a closed bin. Any clips with the characters you type in their metadata will be displayed.

3 There are several ways to create a new bin: by clicking the New Bin button at the bottom of the Project panel, by choosing File >

New > Bin, by right-clicking a blank area in the Project panel and choosing New Bin, or by pressing Command+B (macOS) or Ctrl+B (Windows). You can also drag clips onto the New Bin button on the Project panel. Premiere Pro can even automatically create a new bin when importing media.

4 No. You can duplicate, rename, or delete clips in your Project panel, and nothing will happen to your original media files.

5 The spacebar starts and stops playback. You can use J, K, and L like a shuttle controller to play backward and forward, and the arrow keys can be used to move one frame backward or one frame forward. If you are using a trackpad, you may be able to position your pointer over the video in a monitor or over the Timeline panel and use gestures to scrub through the content.

6 In the Project panel, right-click the clip you want to change and choose Modify > Audio Channels or press the keyboard shortcut, Shift+G. Choose the correct option (usually by selecting a preset), and click OK.

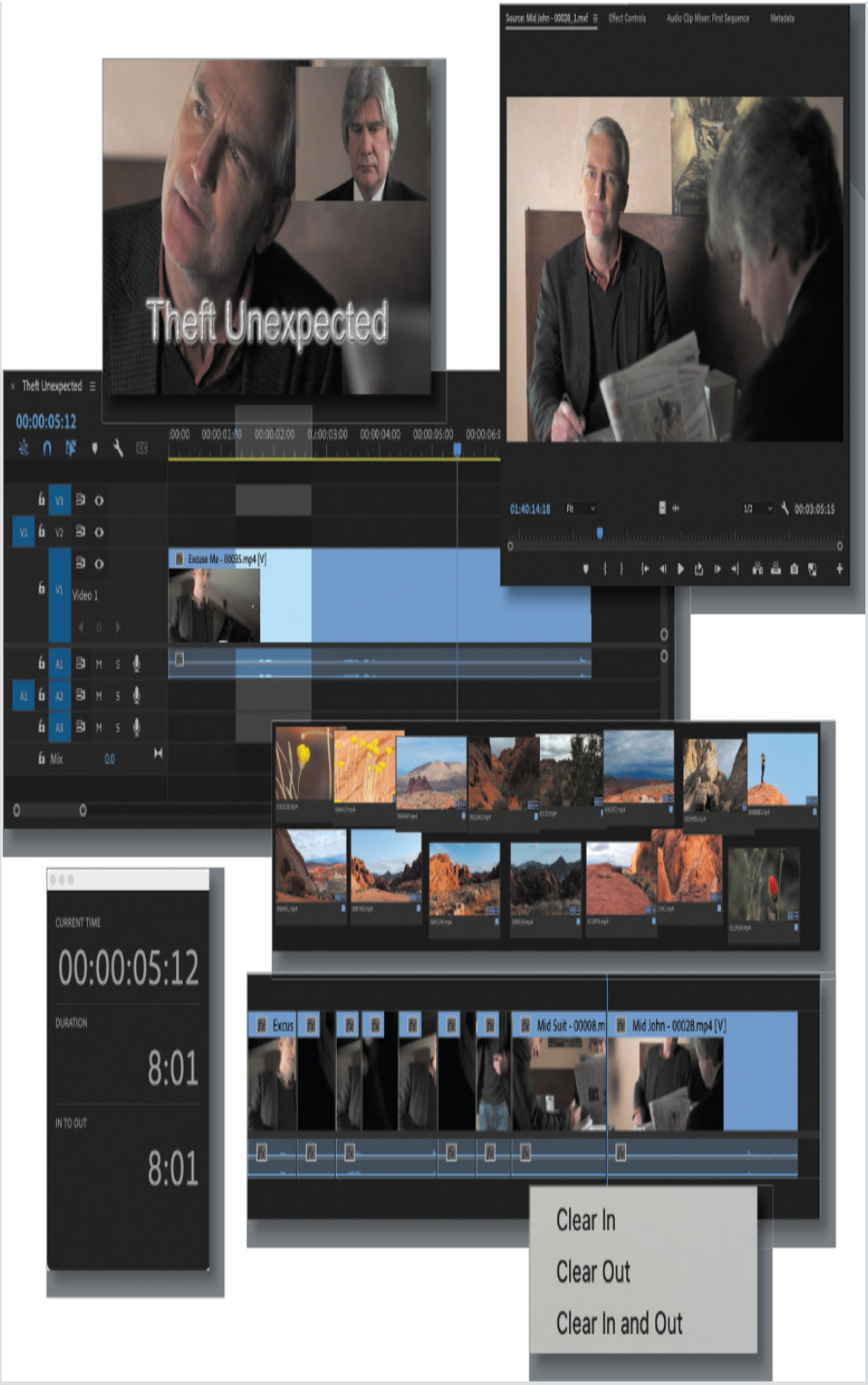
5 Editing Video—The Essentials

Lesson overview

In this lesson, you'll learn how to do the following:

- Work with clips in the Source Monitor.
- Create sequences.
- Use essential editing commands.
- View timecode.
- Understand tracks.

This lesson will take about 75 minutes to complete. To get the lesson files used in this chapter, download them from the web page for this book at *peachpit.com/PremiereProCIB2024*. For more information, see "Accessing the lesson files and Web Edition" in the "Getting Started" section at the beginning of this book. Store the files on your computer in a convenient location.



This lesson will teach you the core editing skills you will use again and again in Adobe Premiere Pro. Editing is much more than choosing shots. You'll choose your edits precisely, place clips in sequences at exactly the right point in time and on the tracks you want (to create layered visual effects), add new clips to existing

sequences, and remove unwanted content (that you can restore later if you want —this is *nonlinear* editing, after all).

Starting the lesson

There is much more to video editing than cutting and pasting footage into sequences—it's the art and craft of visual storytelling. Many of the exercises in this book will walk you through the steps of crafting a short video narrative, making creative decisions for you, so you can focus on learning the tools and techniques.

Note

To ensure that the tools function and the defaults are set exactly as described in this lesson, reset the Premiere Pro preferences by holding Option (macOS) or Alt (Windows) while launching the application and then clicking Continue in the Reset Options dialog box.

For the following examples, you'll use footage of a chance encounter between two strangers in a London café. The footage was shot from a variety of angles to allow the editor to choose the way the story will be told, from the points of view of either a participant or of a nonparticipating, hypothetical observer.

Editing helps to propel the story and maintain the viewer's interest by switching between the viewpoints of the participants and by revealing events to the audience that neither participant is conscious of.

The start of the process is to review all the available footage and to choose the best shots. To save time, the sifting has already been done for you, and you will be guided to the shots to use and given the precise timing for the edits.

Working with clip names

Clip names are important. Having well-organized and clearly named clips can save hours of post-production time.

The clip names in this project are unusual because they incorporate new regular names to help identify the contents and the original media file numbers to help track the footage.

There are no fixed rules about naming and organizing clips, and throughout these lessons you will encounter various naming conventions. In the later sidebar "Shot types and clip names," you'll learn about common abbreviations.

Throughout these exercises, the additional numbers in the clip names will be ignored for brevity.

No matter how you approach video editing, you'll use a few simple techniques time and again. Most of the practice of video editing is carefully reviewing and making partial selections of your clips and placing them in your sequence. There are several ways of doing this in Premiere Pro.

Before you begin, you'll make sure you're using the Editing workspace.

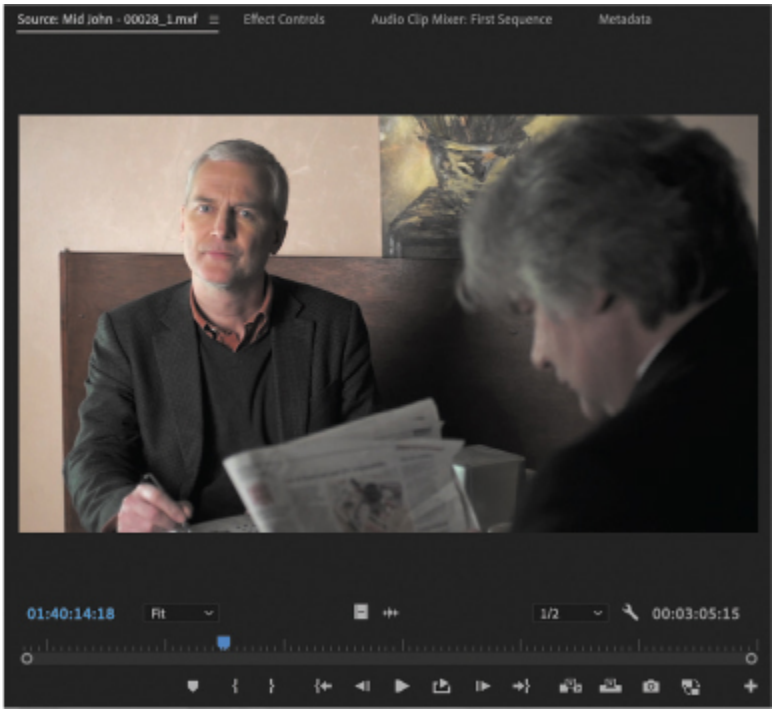
1. Open the Lesson 05.prproj project file from the Lessons folder.
2. Choose File > Save As.
3. Rename the file **Lesson 05 Working.prproj**.
4. Choose a preferred location on your hard drive, and click Save to save the project.
5. Open the Workspaces menu in the upper-right corner of the Premiere Pro interface and make sure Editing is selected. Then use the same menu to choose Reset To Saved Layout.

You'll begin by learning more about the Source Monitor and how to add In and Out points to your clips to select the parts that will be added to a

sequence. Then you'll learn about the Timeline panel, where you'll work on your sequences.

Using the Source Monitor

The Source Monitor is the main place you'll go when you want to review your assets before including them in a sequence.



Tip

Change clip interpretation by right-clicking the clip in the Project panel and choosing Modify > Interpret Footage.

When you view a video clip in the Source Monitor, you watch it in its original format. That is, it will play back with its frame rate, frame size, field order, audio sample rate, and audio bit depth exactly as when recorded, unless you changed the way the clip is interpreted. For more on how to do this, see Lesson 4, "Organizing Media."

However, when you add a clip to a sequence, Premiere Pro conforms it to the sequence settings. For example, if the clip and the sequence don't match, the clip frame rate and audio sample rate will be adjusted so that all the clips in the sequence play back the same way.

As well as being a viewer for multiple types of media, the Source Monitor provides important additional functions. You can add comments to a clip in the form of markers that you can refer to later or use to remind yourself about important facts relating to a clip. For example, you might include a note about part of a shot you don't have permission to use. You can also use two special kinds of markers, called the *In point* and *Out point*, to select part of a clip for inclusion in a sequence.

Opening a clip in the Source Monitor

Opening clips in the Source Monitor is a little like opening files in the Finder (macOS) or Explorer (Windows). First, you'll try navigating the Project panel:

1. In the Project panel, presuming your preferences have default settings, double-click the Theft Unexpected bin while holding Command (macOS) or Ctrl (Windows). This opens the bin in the existing panel.

   In the same way that you would double-click a folder in the Finder (macOS) or Explorer (Windows), you have navigated into the bin.

   ▶ Tip

   Notice that the currently active panel has a blue outline. It's important to know which panel is active because menus and keyboard shortcuts sometimes give different results depending on your current selection.

   When you finish working in a bin that you opened in the current panel, you can navigate back to the Project panel contents by clicking the Navigate Up button at the top left of the bin panel. Navigate up now.

2. Double-click the RED Video.R3D video clip, or drag it into the Source Monitor. You may need to scroll down in the Project panel to find the clip.

   Premiere Pro displays the clip in the Source Monitor, ready for you to review and add In and Out points.

3. Position your pointer so that it is over the Source Monitor, and press the ` (accent grave) key. The panel fills the Premiere Pro application frame, giving you a larger view of your video clip. Press the key again to restore the Source Monitor to its original size. If your keyboard does not have a ` (accent grave) key, you can double-click the panel name to toggle the full-screen view.

Viewing video on a second monitor

If you have a second monitor connected to your computer, Premiere Pro can use it to display full-screen video.

Choose Premiere Pro > Settings > Playback (macOS) or Edit > Preferences > Playback (Windows), make sure Mercury Transmit is enabled, and select the checkbox for the monitor you want to use for full-screen playback.

You also have the option of playing video via third-party hardware, if it is installed. It's common to use third-party hardware to make different physical connections available for monitoring purposes. Check your third-party hardware user guide for installation and setup.

Using Source Monitor controls

As well as playback controls, there are some important additional buttons in the Source Monitor.

- **Add Marker:** Adds a marker to the clip at the location of the playhead. Markers can provide a simple visual reference, can be various colors, and can store comments.
- **Mark In:** Sets the In point at the current playhead location. The In point is the beginning of the part of the clip you intend to use in a sequence. You can have only one In point per clip or sequence, so a new In point will automatically replace an existing one.

- **Mark Out:** Sets the Out point at the current playhead location. The Out point is the end of the part of the clip you intend to use in a sequence. You can have only one Out point, so the new Out point will automatically replace an existing one.
- **Go To In:** Moves the playhead to the clip In point.
- **Go To Out:** Moves the playhead to the clip Out point.
- **Insert:** Adds the clip to the active sequence displayed in the Timeline panel using the *insert edit* method (see "Using essential editing commands" later in this lesson).
- **Overwrite:** Adds the clip to the active sequence displayed in the Timeline panel using the *overwrite* edit method (see "Using essential editing commands" later in this lesson).
- **Export Frame:** Allows you to create a still image file from whatever is displayed in the monitor. See Lesson 16, "Exporting Frames, Clips, and Sequences," for more on this.
- **Toggle Proxies:** If your media has proxies attached, click to toggle between viewing the proxy media and original media.

Selecting a range in a clip

You will often want to include only a specific part of a clip in a sequence. Much of an editor's time is spent watching video clips and choosing not only which ones to use but also which *parts* to use, including only the best performances and excluding technical mistakes or fluffed lines. Let's make some partial selections:

1. In the Theft Unexpected bin, double-click the clip Excuse Me (not Excuse Me Tilted) to open it in the Source Monitor. It's a shot of John nervously asking whether he can sit down.
2. Play the clip to get an idea of the action.

   John walks on-screen about halfway through the shot but takes a moment to speak.
3. Position the playhead around 01:54:06:00, just as John pauses briefly and speaks. Note that the timecode for this clip does not start at 00:00:00:00.
4. Click the Mark In button . You can also press the I key on your keyboard.

   Premiere Pro highlights the section of the clip that you selected. You have excluded the first part of the clip, but you can easily reclaim this part later if you need to do so—that's the freedom of nonlinear editing!

   ▶ Tip

   Most cameras will record timecode in such a way that repetition is avoided, which can result in large numbers. If you want the timecode for all clips to be displayed as starting at 00:00:00:00, you can choose this option in the Media preferences, using the Timecode menu.
5. Position the playhead just as John begins to sit down. Around 01:54:14:00 is perfect.

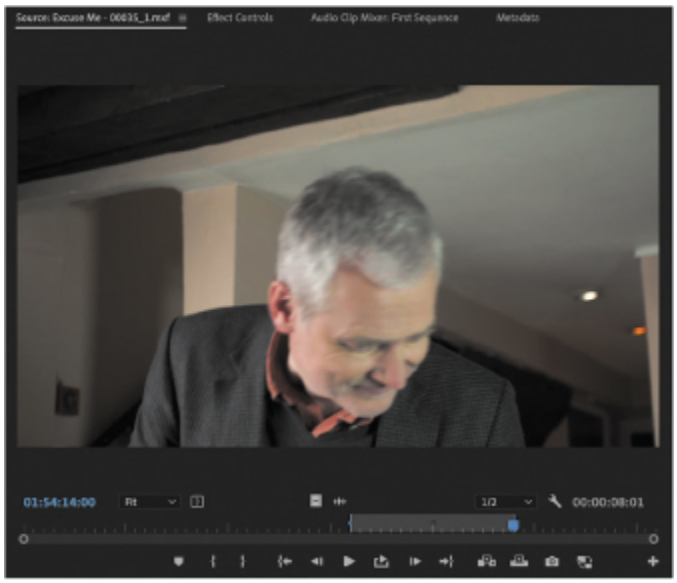
Using a numeric keypad

If your keyboard has a separate numeric keypad, you can use it to enter timecode numbers directly. For example, if you type 700 and press the Enter key when the Source Monitor is active, Premiere Pro will position the playhead at 00:00:07:00. There's no need to enter the leading zeros or number separators. Be sure to use the numeric keypad, on the right on your keyboard, and not the numbers along the top of your keyboard (these have a different use). This works in the Program Monitor and Timeline panel too.

6. Click the Mark Out button or press the O key on your keyboard to add an Out point.

- **Note**

  In and Out points added to clips are persistent. That is, they will still be present if you close and reopen the clip—or even the project.



Tip

If you hover your pointer over a button, a tool tip appears displaying the name of the button followed by its keyboard shortcut in parentheses (if it has one).

Some editors prefer to go through all the available clips, adding In and Out points as required, before building a sequence. Some editors prefer to add In and Out points only as they use each clip. Your preference may depend on the kind of project you are working on.

Tip

If you have added the Loop Playback button to the Source Monitor (see Lesson 4) and the option is activated (the button is blue), clips will loop between In and Out points when you play them.

Now you'll add In and Out points for two more clips. Double-click the icon for each clip in the Project panel to open it in the Source Monitor.

Our goal is to produce an edited sequence with natural-looking movement from one shot to the next and nuanced timing for dialogue.

As an editor, you would normally carefully review content to find the ideal moments to cut between shots. To save time, the precise timing has already been worked out and included in these steps.

Tip

To help you find your way around your footage, Premiere Pro can display timecode on the Source Monitor and Program Monitor time rulers. Toggle this option on and off by clicking either monitor's Settings menu and choosing Time Ruler Numbers.

First, we'll get a couple of seconds of the man in the suit giving John permission to share his table; then, we'll get another clip from the opposite angle showing John taking his seat.

Editing from the Project panel

In points and Out points remain active in your project until you change them, so you can add clips to a sequence directly from the Project panel, as well as from the Source Monitor. If you have already looked at all your clips and selected the parts you want, this can be a quick way to create a rough version of a sequence. You can add In and Out points directly in the Project panel too.

Premiere Pro applies the same editing controls when you're working from the Project panel as it does when you're using the Source Monitor, so the experience is similar—and a few clicks quicker.

Of course, although it's faster to work this way, there's also value in having one last look at your clips in the Source Monitor before you add them to a sequence.

7. For the HS Suit clip, add an In point just after John's line of dialogue, about a quarter of the way into the shot at 01:27:00:16.
8. Add an Out point when John passes in front of the camera, blocking our view at 01:27:02:14.

> **Tip**
>
> If the Source Monitor is active, you can press Tab to make the Playhead Position timecode active and selected, ready to type in new timecode. You can copy and paste new timecode in or type new numbers.

9. For the Mid John clip, add an In point just as John begins to sit down at 01:39:52:00.
10. Add an Out point after he has a sip of tea at 01:40:04:00.

Source: Mid John - 00028_1.mxf
Effect Controls
Audio Clip Mixer: First Sequence
Metadata
01:40:04:00
Fit
1/2
00:00:12:01

Shot types and clip names

Filmmakers use common names for types of shot framing, and these are often abbreviated when naming clips to make identifying footage quicker and easier.

For example, the HS Suit clip is a *head and shoulder shot* of the Suit character, while the Mid John clip is a *mid shot* of the John character.

Here are some common shot types and their abbreviations. These descriptions vary, and there are subtle differences from one cinematographer to another, but this brief list shows the broad differences in coverage between the types:

- **Extreme Close-Up (ECU):** A very close shot of a character's face—close enough to crop out their hair and/or chin.
- **Close-Up (CU):** A close shot of a character's face that usually incorporates just the character's head.
- **Head and Shoulder (HS):** A close shot that incorporates the character's head and shoulders.
- **Mid/Medium (Mid or MS):** A shot that includes the character's head to their waist.
- **Mid-Wide or Medium Wide (MWS):** A shot that includes the character's head to their knees.
- **Wide (WS or Wide):** A shot that includes the whole body of the character from their head to their toes.
- **Extreme Wide (EWS):** A shot that includes the whole body of the character and a substantial amount of space around them.
- **Two Shot (2S):** A shot that includes two characters.
- **Group Shot (GS):** A shot that includes several characters.
- **General Views (GV):** Views of the environment or exteriors, often used for story exposition to introduce the location.

- Cutaways/B-Roll (Alt or B-Roll): Shots that the editor can cut to during a scene, allowing cuts between takes to be disguised. Cutaways also add to the scene by offering additional visual cues to inform the audience. For example, as a character describes an object they are looking at, we might cut away to a shot of that object.

Creating subclips

If you are working with a long clip, you might want to use more than one part in your sequence. It can be useful to separate the sections so they can be organized in the Project panel prior to building your sequence.

This is exactly what subclips let you do. *Subclips* are partial copies of clips. They are commonly used when working with long clips, such as interview footage, where there are several parts of the same original clip that might be used in a sequence.

Subclips have a few notable characteristics.

- They can be organized in bins and renamed, just like regular clips, although they have a different icon in the Project panel.
- They have a limited duration based on the In and Out points used to create them, which makes viewing their contents easier when compared with viewing potentially much longer original clips.
- They share the same media as the original clip they are based on, so if an original media file is deleted or moved to a different folder, both the original clip and any subclips will go “offline”—with no media displayed.
- They can be edited to change their contents and even converted into a copy of the original full-length clip.

The short film *Theft Unexpected* depicts a comic moment between two characters at a railway café. Our protagonist, John, believes a stranger at his table is shamelessly stealing his cookies. At the last moment, it’s revealed

that John’s cookies were safe under his newspaper the whole time; John has been stealing the other man’s cookies accidentally.

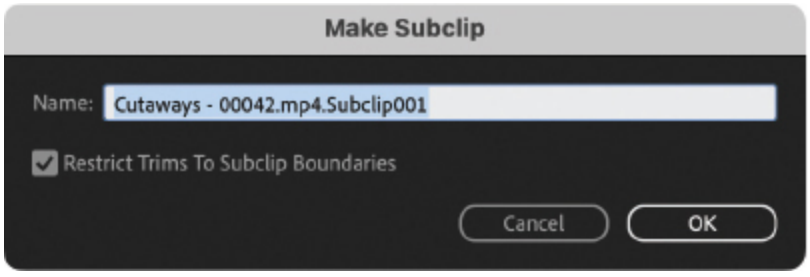
Let’s make a subclip to make it easier to find a critical moment with the packet of cookies.

1. In the Theft Unexpected bin, double-click the Cutaways clip to view it in the Source Monitor.
2. While viewing the contents of the Theft Unexpected bin, click the New Bin button at the bottom of the panel to create a new bin. The new bin will appear inside the existing Theft Unexpected bin.
3. Name the bin **Subclips**, and hold Command (macOS) or Ctrl (Windows) while double-clicking the new Subclips bin to open it in the same frame, rather than in a new panel.
4. Choose a section of the clip to turn into a subclip by marking the clip with an In point and an Out point. Around 02:04:05:00, before the second time the packet is removed, would make a good In point. Around 02:04:15:00, after the packet is placed back on the table, would make a good Out point.

   As with many workflows in Premiere Pro, there are several ways to create subclips, and the outcome is always the same.

5. Try one of the following:

- Right-click in the picture display of the Source Monitor and choose Make Subclip.
- With the Source Monitor active, choose Clip > Make Subclip.
- With the Source Monitor active, press Command+U (macOS) or Ctrl+U (Windows).
- While holding Command (macOS) or Ctrl (Windows), drag the picture from the middle of the Source Monitor into the Project panel bin.



6. Name the new subclip **Packet Moved**, and click OK.

Note

If Restrict Trims To Subclip Boundaries is selected, you won't be able to access the parts of your clip that are outside your selection when viewing the subclip. This might be exactly what you want to help you stay organized (and you can change this setting by right-clicking the subclip in the bin and choosing Edit Subclip).

Premiere Pro adds the new subclip to the Subclips bin, with the duration you specified with your In and Out points.

Scene Edit Detection

If your original footage contains multiple different shots as part of a continuous clip, you may find it helpful to separate the parts. This is common when working with archive footage, for example. Each time a new shot begins, it's considered to be a scene change.

In the Timeline panel, Premiere Pro can detect scene changes in a clip and separate the clip into multiple clips automatically.

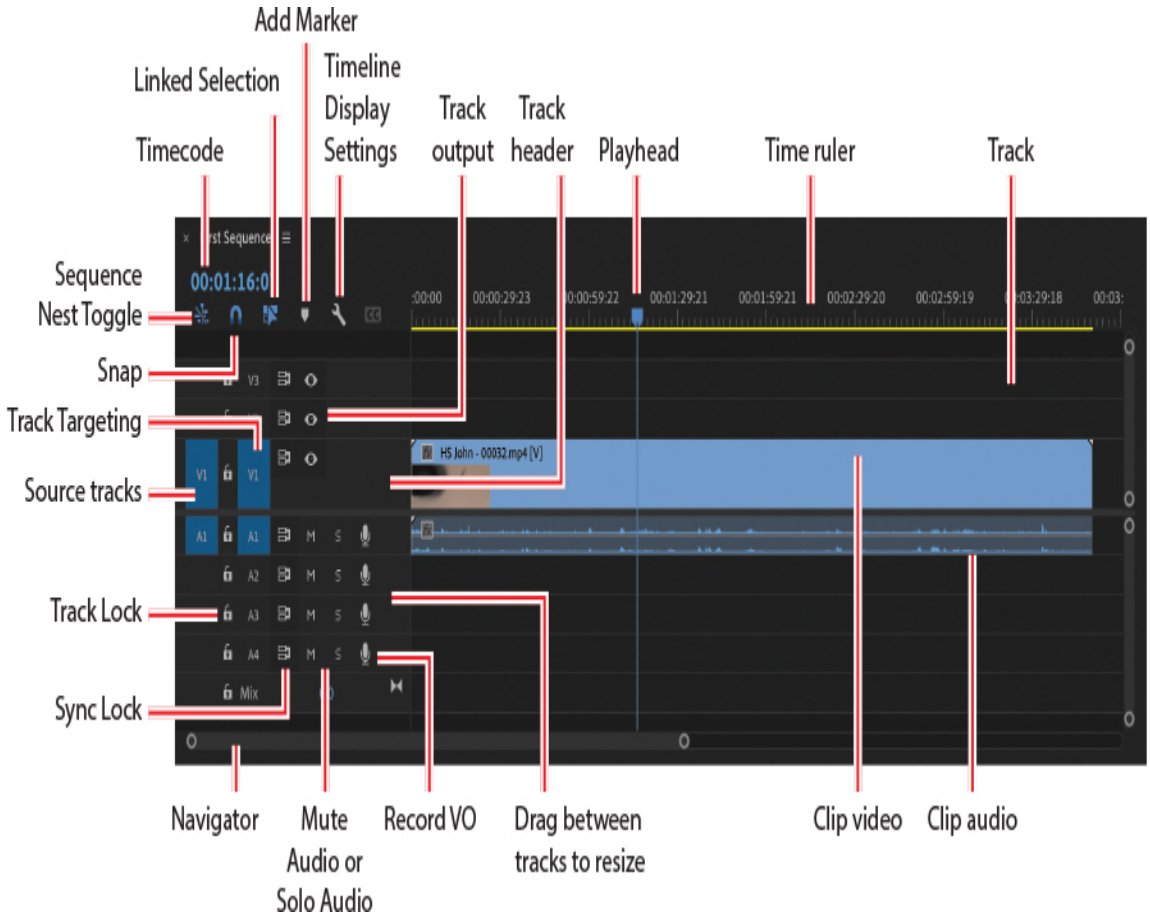
To do so, select a clip in a sequence and choose Clip > Scene Edit Detection.

Choose the result you would like (adding cuts, subclips, or markers), and click Analyze.

Editing in the Timeline panel

The Timeline panel is your creative canvas. In this panel, you'll add clips to your sequences, make editorial changes to them, add visual and audio special effects, mix soundtracks, and add titles and graphics.

Here are a few facts about the Timeline panel. Refer to this list as you make progress through these lessons to make sure you are comfortable with all the features of the Timeline panel.



- You view and edit clips in sequences in the Timeline panel.
- The Program Monitor shows the contents of the currently displayed sequence, at the position of the playhead.
- You can open multiple sequences at the same time, with each displayed in its own Timeline panel.
- The terms *sequence* and *timeline* are often used interchangeably by editors, as in “the clip is in the sequence” or “the clip is on the timeline.” Sometimes *timeline* (lowercase) is used when speaking of a sequence of clips in the abstract, without reference to a specific panel.
- If you add clips to a completely empty Timeline panel, a new sequence is created automatically with settings that match the clip you selected first.
- You can add any number of video tracks. Preview playback is limited only by your system’s hardware resources.

- Upper video tracks appear “in front” of lower ones, so foreground graphic clips should be placed on tracks above background video clips.
- You can add any number of audio tracks, and they all play at the same time to create an audio mix. Audio tracks can support mono clips (1 channel), stereo clips (2 channels), 5.1 clips (6 channels), or adaptive audio—with up to 32 channels.
- You can change the height of tracks in the Timeline panel to gain access to additional controls and thumbnails on your video clips.
- Each track has a set of controls, shown on a track header on the far left, to change the way it functions.
- Time moves from left to right in the Timeline panel, so when you play a sequence, the playhead will move in that direction.
- You can zoom in and out of the sequence using the = (equals) and – (minus) keys (at the top of your keyboard). Use the \ (backslash) key, if your keyboard has one, to toggle the zoom level between your current setting and to show your whole sequence. You can also double-click the navigator at the bottom of the Timeline panel to view the whole sequence.

  If your keyboard doesn’t have dedicated = (equals) and – (minus) keys, it’s straightforward to assign alternative keyboard shortcuts. See Lesson 1, “Touring Adobe Premiere Pro,” for more information about setting keyboard shortcuts.
- The series of buttons at the top left of the Timeline panel gives you access to alternative modes, markers, and settings. You will learn about most of these buttons later. For now, unless described otherwise, if the Timeline panel seems to be acting strangely, check to make sure these modes are set as shown here.

Note

The modes, markers, and settings buttons at the top left of the Timeline panel are available only when a sequence is open.

Selecting a tool

Premiere Pro makes use of tools that change the way the pointer works. In this way, it's similar to Adobe Photoshop.

For most operations in the Timeline panel and some operations in the Program Monitor, you will use the standard Selection tool , which you will find at the top of the Tools panel. Make a tool active by clicking its icon in the Tools panel; an active tool has a blue icon .

There are several other tools that serve different purposes, and each tool has a keyboard shortcut. If in doubt, press the V key—the keyboard shortcut for the Selection tool.

What is a sequence?

A *sequence* is a series of clips that play one after another—sometimes with multiple blended layers and often with special effects, titles, and audio—making a complete film.

You can have as many sequences as you like in a project. Sequences are stored in the Project panel, just like clips, and have their own icon.

▶ Tip

As with clips, you can edit sequences into other sequences, in a process called *nesting*. This creates a dynamically connected set of sequences for advanced editing workflows.

Let's make a new sequence for the Theft Unexpected project.

1. In the Project panel, if you are still browsing inside the Subclips bin you created, click the Navigate Up button in the upper-left corner to view the contents of the Theft Unexpected bin.
2. In the Theft Unexpected bin, drag the clip Excuse Me (not Excuse Me Tilted) onto the New Item menu at the bottom of the panel. You may need to resize the Project panel to see the button.

   This is a shortcut to make a sequence with playback settings that perfectly match your media.

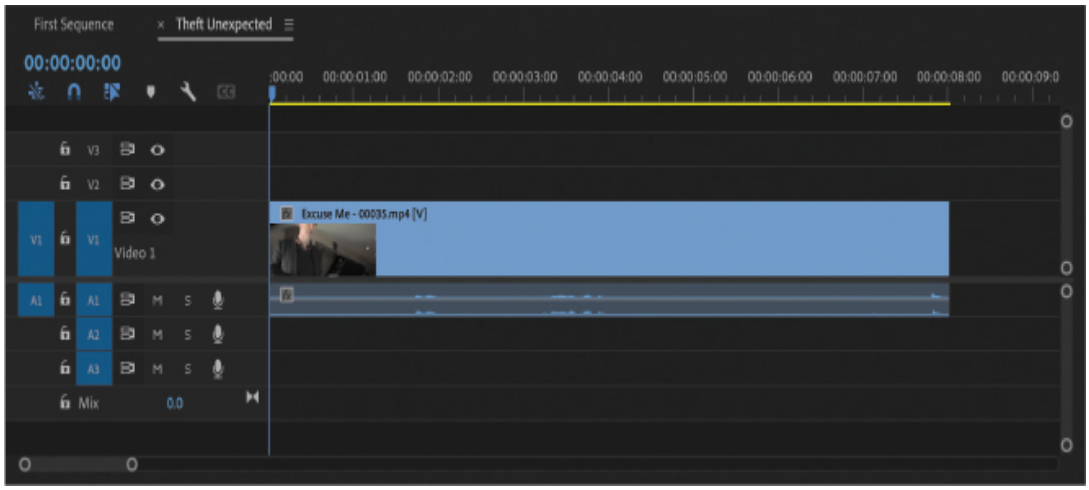
   The newly created sequence has the same name as the clip you used to create it. If you already have a sequence open when you create a new sequence, the new sequence opens in a new panel in the same Timeline panel group.
3. The sequence is highlighted in the bin, and it would be a good idea to rename it right away. Right-click the sequence in the bin and choose Rename. Name the sequence **Theft Unexpected**. Notice that the icon used for sequences in List view (shown here) and in Icon view is different from that used for clips.

   The sequence is automatically opened in the Timeline panel, and it contains the clip you used to create it. This works for our purposes, but if you had used a random clip to perform this shortcut (just to make sure you had the right sequence settings), you could select that clip in the sequence now and delete it by pressing Delete (macOS) or Backspace (Windows).

You can zoom into the sequence, with its single clip, using the navigator at the bottom of the Timeline panel. To see a thumbnail on the clip, increase the height of the V1 track by dragging the dividing line between the V1 and V2 tracks in the track header area (where the track controls are located).

Tip

You can use the Timeline Display Settings menu to choose Minimize All Tracks or Expand All Tracks to change the height of all tracks in a single step.



Opening a sequence in the Timeline panel

To open an existing sequence in the Timeline panel, do one of the following:

- Double-click the icon for the sequence in a bin.
- Right-click the sequence in a bin and choose Open In Timeline.

You can also drag a sequence into the Source Monitor to use it as if it were a clip. Be careful not to drag a sequence into the Timeline panel to open it because this will add it to your current sequence or create a new sequence from it instead.

Conforming

Sequences have a frame rate, a frame size, and an audio mastering format (mono or stereo, for example). They *conform*, or adjust, any clips you add to match these settings.

You can choose whether clips should be scaled to match your sequence frame size. For example, for a sequence with a frame size of 1920x1080 (high-definition HD) and a video clip that is 3840x2160 (ultra-high-definition UHD), you might decide to automatically scale the high-resolution clip down to match your sequence resolution or leave it as it is, viewing only part of the picture through the reduced "window" of the sequence.

When clips are scaled, the vertical and horizontal sizes are scaled equally to keep the original aspect ratio. If a clip has a different aspect ratio from your sequence, it may not completely fill the frame of your sequence when it is scaled. For example, if your clip has a 4:3 aspect ratio and you add it, scaled, to a 16:9 sequence, you'll see gaps at the sides.

Using the Motion controls in the Effect Controls panel (see Lesson 9, "Putting Clips in Motion"), you can adjust which part of the picture you see or even create a dynamic pan-and-scan effect inside the picture.

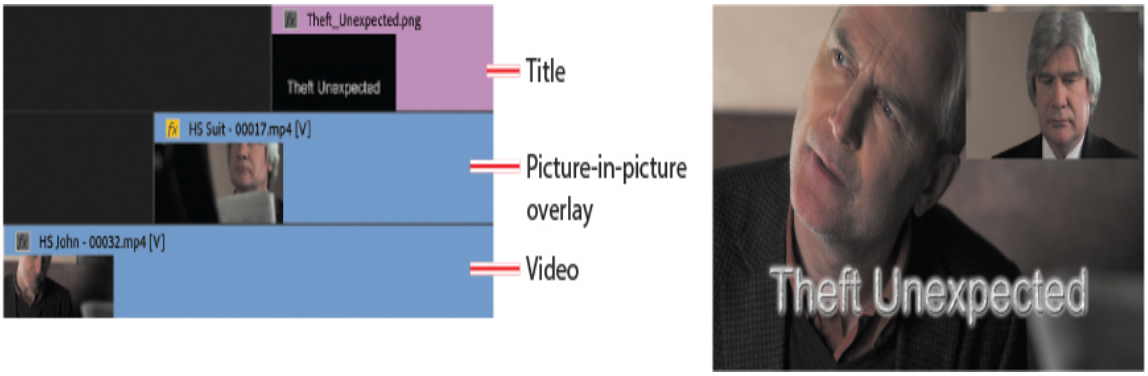
Understanding tracks

Much as railway tracks keep trains in line, sequences have video and audio tracks that constrain the positions of the clips you add to them. The simplest form of sequence would have just one video track and perhaps one audio track. You add clips to tracks, one after another, from left to right, and they play in the order you place them.

Sequences can have multiple video and audio tracks. They become layers of video and additional audio channels in the complete sound mix. Higher

video tracks appear in front of lower ones, so you can place clips on different tracks to produce layered compositions.

For example, you might use an upper video track to add titles to a sequence or to blend multiple layers of video using visual effects to create a complex composition.



You might use multiple audio tracks to create a complete audio composition for your sequence, with original source dialogue, music, spot audio effects such as gunshots or fireworks, atmospheric sound, and voice-over.

You can scroll through clips and sequences in multiple ways, depending on the location of your pointer.

- If you hover your pointer over the Source Monitor or Program Monitor, you can navigate earlier or later using the scroll wheel; trackpad gestures work too.
- You can navigate sequences in the Timeline panel this way if you choose Horizontal Timeline Mouse Scrolling in the Timeline preferences.
- If you hold Option (macOS) or Alt (Windows) while scrolling with your pointer, the Timeline view will zoom in or out horizontally.

  ▶ Tip

  If you’re scrolling to change track height while holding Option/Alt or while holding Shift, you can also hold Command or Ctrl for finer control.

- If you hover your pointer over a track header and scroll while holding Option (macOS) or Alt (Windows), you’ll increase or decrease the

height of the track.

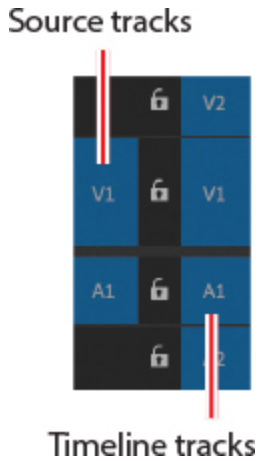
- If you double-click a blank space in a track header, you'll toggle the header between being tall or flattened.
- If you hover your pointer over a video or audio track header and scroll while holding the Shift key, you'll increase or decrease the height of all tracks of that type (video or audio tracks).

Targeting tracks

The portion of each Timeline track header to the right of its Track Lock button is for selecting, or *targeting*, tracks in a sequence.

At the far-left end of the track headers are the source track indicators. These represent the tracks available in the clip currently displayed in the Source Monitor or selected in the Project panel. They are numbered just like the Timeline tracks. This helps keep things clear when performing more advanced edits.

When you use a keyboard shortcut or the buttons on the Source Monitor to add a clip to a sequence, source track indicators are important. The position of a source track indicator relative to a Timeline track header sets the track to which the new clip will be added. A source track indicator also needs to be selected, in blue, for the contents of that track to be added to the sequence.

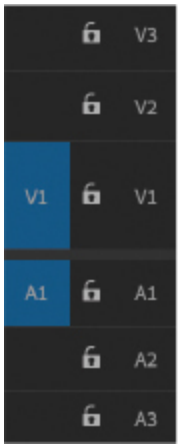


In the example shown, the position of the source track indicators means a clip with one video track and one audio track would be added to the Video 1

(V1) and Audio 1 (A1) tracks in the Timeline panel when using buttons or a keyboard shortcut to add a clip to the current sequence.

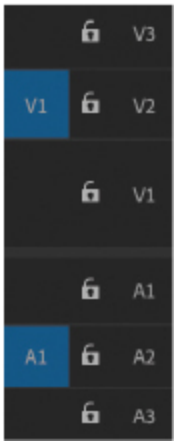
- Note

  Remember, enabling or disabling Timeline track targeting buttons will not impact the video or audio added to a sequence when you apply an edit; only the source track indicators do.



In the example at left, the source track indicators have been moved to new positions relative to the Timeline panel track headers. In this example, the clip would be added to the Video 2 (V2) and Audio 2 (A2) tracks on the Timeline when using buttons or a keyboard shortcut to add a clip to the current sequence.

Click a source track indicator to enable it or disable it. A blue highlight indicates a track is enabled.



When performing edits in this way, enabling or disabling timeline tracks won’t affect results. The source track indicator and sequence track selection controls look very similar, but they have different functions.

If you drag a clip into a sequence, Premiere Pro adds content from enabled (highlighted in blue) source tracks but ignores the position of the source track indicators, adding the content to the tracks you drag them to.

Note

If you accidentally click a source track indicator while holding Alt (Windows) or Option (macOS), it will have a black border. This indicates that blank space will be added to the sequence when you perform the edit—an option that is sometimes used to maintain sync or leave space for alternative content. To remove the black border, click the source track indicator while holding Alt/Option again.

Using In and Out points in the Timeline panel

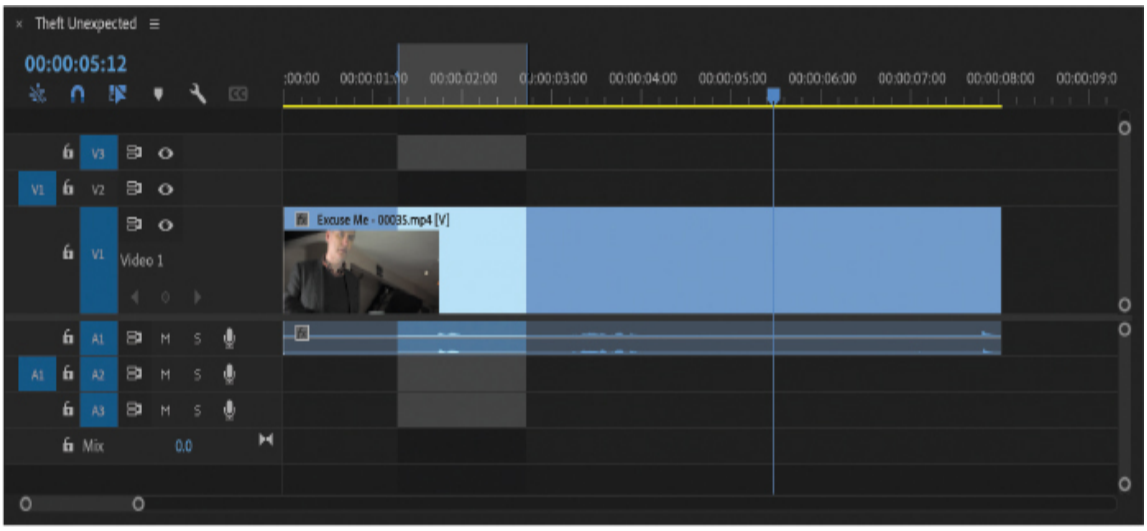
The In and Out points set in the Source Monitor define the part of a clip you will add to a sequence.

The In and Out points you use in the Timeline panel have two primary purposes.

- To tell Premiere Pro where, in time, a new clip should be positioned when it is added to a sequence.
- To select parts of a sequence you want to remove. You can make precise selections to remove whole clips, or parts of clips, from specific tracks by using In and Out points in combination with the track selection buttons.

Selected parts of a sequence, defined by In and Out points, are highlighted in the Timeline panel. The highlighting (and selection) doesn’t extend to tracks that are not targeted.

In the following example, all the timeline tracks are targeted except V2, so there's a gap in the highlight where In and Out points define a selection. Notice the Source track V1 is enabled, but this does not impact sequence track selection.



Setting In and Out points

Adding In and Out points in the Timeline panel or in the Program Monitor is almost the same as adding them in the Source Monitor.

One key difference is that unlike the controls in the Source Monitor, the Mark In and Mark Out buttons on the Program Monitor also apply changes to the currently displayed sequence.

To add an In point to a sequence at the current position of the playhead, make sure either the Timeline panel or the Program Monitor is active and then press the I key or click the Mark In button on the Program Monitor.

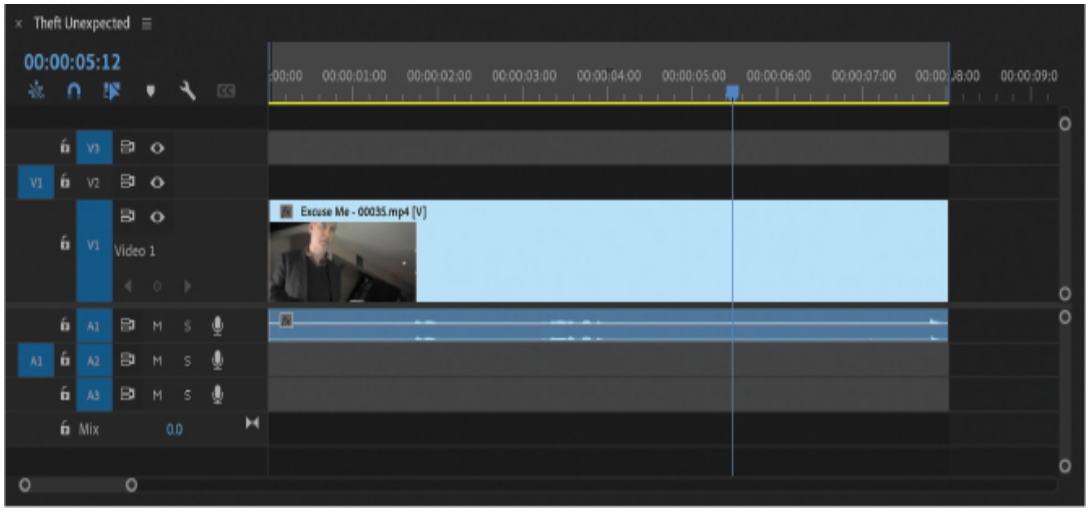
To add an Out point to a sequence at the current position of the playhead, make sure either the Timeline panel or the Program Monitor is active and then press the O key or click the Mark Out button on the Program Monitor.

Clearing In and Out points

If you open a clip that already has In and Out points, you can change them by adding new ones; your new In and Out points will replace the existing ones.

You can also simply remove existing In and Out points from a clip or from a sequence. It's the same technique to remove In and Out points on the Timeline, in the Program Monitor, and in the Source Monitor.

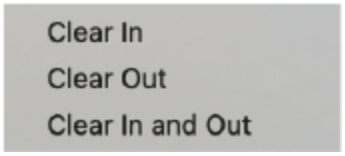
1. In the Timeline panel, position the playhead over the Excuse Me clip.
2. Press the X key. This adds an In point to the Timeline at the start of the clip (on the left) and an Out point at the end of the clip (on the right). Both appear on the time ruler at the top of the Timeline panel.



3. Right-click the time ruler at the top of the Timeline panel, and take a look at the menu commands.

   Choose the command you need from this menu, or use one of the following keyboard shortcuts:

   - **Clear In:** Removes the In point (Option+I, macOS; Ctrl+Shift+I, Windows)
   - **Clear Out:** Removes the Out point (Option+O, macOS; Ctrl+Shift+O, Windows)
   - **Clear In And Out:** Removes both the In point and Out point (Option+X, macOS; Ctrl+Shift+X, Windows)



4. That last option is particularly useful. It’s easy to remember and quickly removes both In and Out points. Try it now to remove the In point and Out point you just added.

Using time rulers

The time rulers at the bottom of the Source Monitor and Program Monitor, as well as at the top of the Timeline panel, all serve the same purpose: They help you navigate through your clips or sequences in time.

Time goes from left to right in Premiere Pro, and the location of the playhead gives you a visual reference in relation to your clips.

- Drag left and right in the Timeline panel time ruler now. The playhead moves to follow your pointer. As you drag across the Excuse Me clip, you see the contents of the clip in the Program Monitor. Dragging through your content in this way is called *scrubbing*.

  Notice that the Source Monitor, Program Monitor, and Timeline panel all have navigation bars at the bottom.

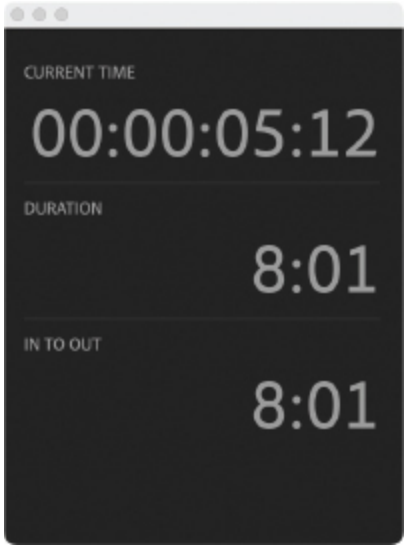
- You can zoom the time ruler by hovering over the navigation bar and using your mouse wheel to scroll (trackpad gestures work too).
- Once you have zoomed in, move through the time ruler by dragging the navigator.
- Adjust the zoom level of the time ruler by dragging the ends of the navigator.

Using the Timecode panel

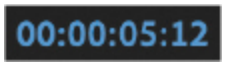
There is a dedicated Timecode panel that, like other panels, can float in its own window or be added to a panel group. To open it, choose Window > Timecode.

The Timecode panel offers multiple lines of timecode information. Each line can be configured to show a particular type of time information. Because the panel can be set to a large size, it’s particularly useful when you want to sit back and review your footage—and read the numbers from a distance.

The default configuration shows the current time, the total duration, and the duration set by In and Out points for the active panel—Source Monitor, Program Monitor, or Timeline panel.



The current time matches the timecode displayed at the bottom left of the Source Monitor or the Program Monitor and the top left of the Timeline panel.



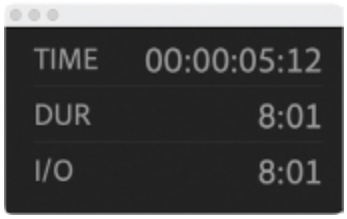
You can add or remove lines of timecode information to make it easier to monitor your clips and sequences by right-clicking the Timecode panel and choosing Add Line or Remove Line.

To configure the type of information displayed in a line, right-click the line and choose the option you would like.

Right-click any line and choose Save Preset to store a configuration you would like to use again. The preset you create will appear in the menu when you right-click the Timecode panel.

You can also right-click and choose Manage Presets to assign a keyboard shortcut to presets or delete presets.

There's a compact mode for the Timecode panel that shows the same information in a smaller panel. To switch modes, right-click the panel to choose between Compact and Full Size.



The Timecode panel has no active controls—that is, you won't use it to add In or Out points or make edits—but it provides useful additional information to guide your decisions. Seeing the difference between total duration and selected duration, for example, can help you gauge your total available media for multiple edits.

▶ Tip

If a panel is active/selected, you can press Command+W (macOS) or Ctrl+W (Windows) to close it.

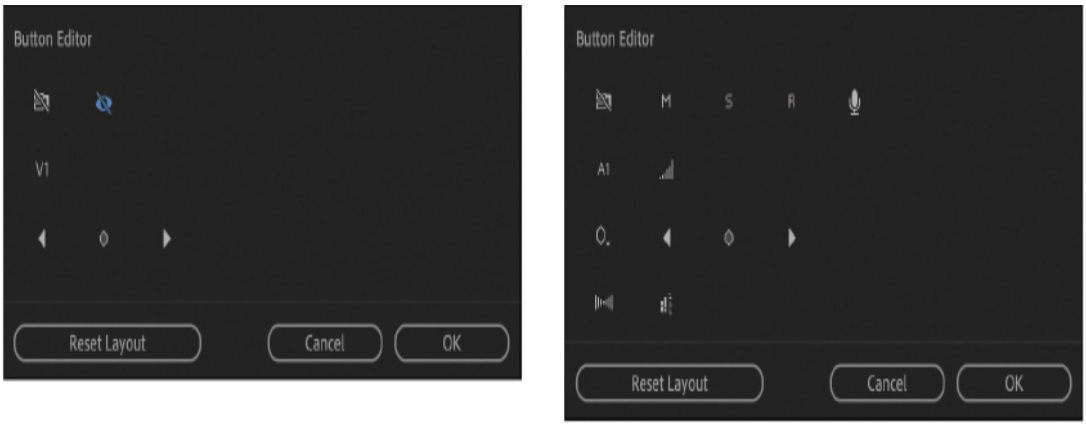
Close the Timecode panel now.

Customizing track headers

Just as you can customize the Source Monitor and Program Monitor controls, you can change several options on the Timeline track headers.

1. To access the options, right-click a video or audio track header and choose Customize, or click the Timeline Display Settings menu and choose Customize Video Header or Customize Audio Header from the menu.

   There are no additional video track header buttons, but opening the editor allows you to move, remove, and restore buttons by clicking Reset Layout. Additional audio track header buttons allow you to extend the functionality of the track headers.



2. Hover your pointer over buttons in the Button Editor to see the tool tip. Some of these will be familiar to you already; others will be explained in later lessons.
3. Add a button to a track header by dragging it from the Button Editor onto a track header. You can remove a button from a track header by dragging it away while the Button Editor is open.

   Note that all audio or video track headers update to match the one you adjust.
4. Experiment with this feature a little more. You can always click the Reset Layout button on the Button Editor to return the track header to the default options.
5. When you have finished, click Cancel to leave the Button Editor.

Using essential editing commands

No matter how you add a clip to a sequence—by dragging, clicking a button on the Source Monitor, or using a keyboard shortcut—you'll choose one of two kinds of edits: an insert edit or an overwrite edit.

When a sequence has existing clips at the location where you want to add a new clip, these two choices—insert and overwrite—will produce markedly different results.

Performing one or other of these two types of edit is at the absolute heart of nonlinear editing. Of all the skills you will learn in this book, this is the one you will perform most often. Fundamentally, this *is* nonlinear editing, so

take a little extra time to be sure you are comfortable with this workflow before you continue.

Performing an overwrite edit

Continue working on the Theft Unexpected sequence. So far, you have just one clip, in which John asks if a seat is free.

▶ Tip

Professional editors use the terms *shot* and *clip* interchangeably.

First, let's use an overwrite edit to add a reaction shot to John's request for a chair.

1. Open the shot HS Suit in the Source Monitor. We've already added In and Out points to this clip.

   ▶ Tip

   You can copy and paste timecode into the current time indicator at the bottom left of the Source Monitor or Program Monitor. Click to select the timecode, paste the new timecode, and press Return or Enter to move the playhead to that time. This is a useful feature when working with camera logs that allow you to quickly locate a particular part of a clip.

   You'll next need to set up the Timeline panel carefully. This may seem like a slow process at first, but after practice, you'll find editing is fast and easy. Also, it's common to perform several edits with the same settings before you need to change them.

2. Position the Timeline playhead (rather than the Source Monitor playhead) just after John makes his request. Around 00:00:04:00 is perfect.

   Unless an In point or Out point has been added to the Timeline, the playhead is used to position new clips when editing with the keyboard or on-screen buttons (it becomes the In point). When you drag a clip into a sequence, the location of the playhead and existing In or Out points are ignored.

3. Though the new clip has an audio track, you don't need it. You'll keep the audio that is already in the timeline. Click the source track selection indicator A1 to turn it off. The button should be gray rather than blue.

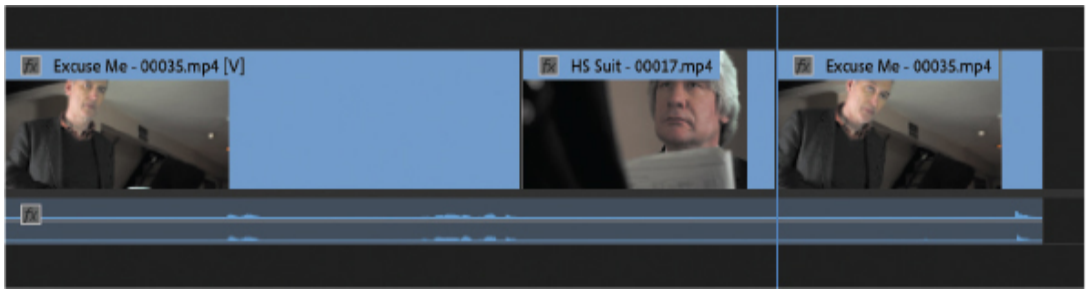
4. Check that your track headers look like the example shown, with only the Source Track Indicator for V1 enabled, and positioned next to the sequence track V1.

- **Note**

  When editing clips into a sequence, the track targeting buttons have no effect.

5. Click the Overwrite button in the Source Monitor.

   Premiere Pro adds the clip to the sequence on the Video 1 track, replacing part of the existing clip. When you perform an overwrite edit, existing sequence clips do not move to make room for the incoming clip.



Congratulations! You have completed an overwrite edit.

By default, when you drag a clip into a sequence, rather than using an on-screen button or keyboard shortcut, you'll perform an overwrite edit. You can perform an insert edit instead by holding down Command (macOS) or Ctrl (Windows) while you drag.

Note

Editors often use the words *sequence* and *edit* interchangeably. In this case, the word *edit* means any change made to one or more clips in a sequence.

6. Now position the playhead at the beginning (far-left end) of either the Timeline panel or the Program Monitor, and click the Play button on the Program Monitor (or press the spacebar) to play the result of your edit.

The timing might not be perfect, but you're now editing dialogue!

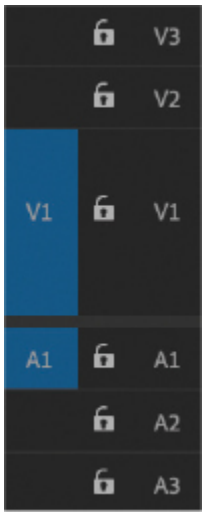
Performing an insert edit

Now try an insert edit.

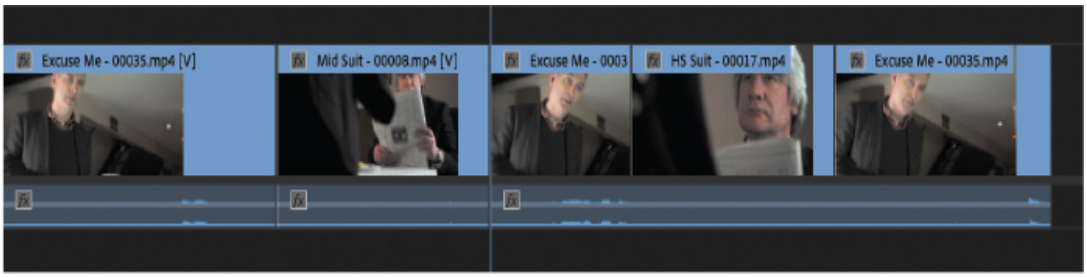
1. In the Timeline panel, position the playhead over the Excuse Me clip, just after John says, "Excuse me," at around 00:00:02:16. Make sure there is no In point or Out point in the sequence.
2. From the Theft Unexpected bin, open the clip Mid Suit in the Source Monitor, add an In point at 01:15:46:00, and add an Out point at 01:15:48:00. This is actually from a different part of the action, but the audience won't know, and it works well enough as a reaction shot—we'll adjust the timing later.

3. In the Timeline panel, adjust the Source Track Indicators as necessary to match the example at left.
4. Click the Insert button in the Source Monitor.

> **Tip**
>
> As your sequence gets longer, you may find yourself often zooming in and out to get a better view of your clips. It can speed things up to use the keyboard shortcuts. At the top of the keyboard (not on the numeric keypad), the = key zooms in, while the – key zooms out.



The clip Excuse Me, already in the sequence, splits, with the part after the playhead moved later to make space for the new clip. This is the major difference between insert edits and overwrite edits: When you apply an insert edit, it makes your sequence longer. The clips already on the selected tracks, located to the right of the new clip, will move later (to the right) in the sequence to make room for the new clip.



5. Position the playhead at the beginning of the sequence and play through your edit again. If your keyboard has a Home key, you can use

it to jump to the beginning, you can drag the playhead with your pointer to move forward or back, or you can press the Up Arrow key to jump the playhead to earlier edits (the Down Arrow key jumps to later edits).

Tip

If your Mac keyboard has no Home key, press Fn+Left Arrow.

There is more work to be done, and there's a continuity issue near the start as John moves his jacket from one arm to the other, but this is beginning to look like a story unfolding.

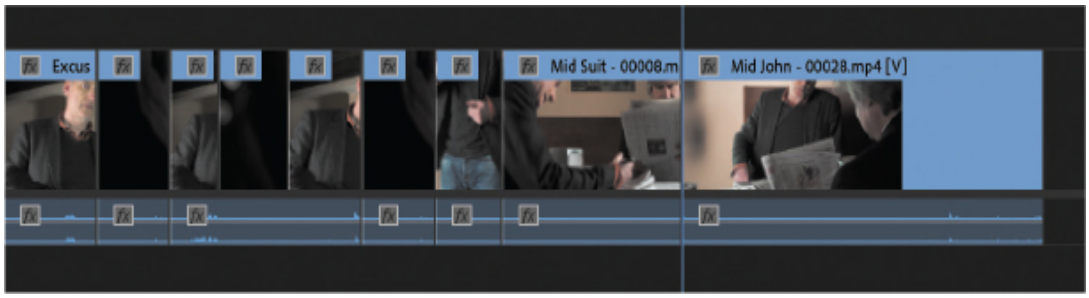
6. Now open the Mid John (not the Mid Suit) clip in the Source Monitor. We've already added In and Out points to this clip.
7. Position the Timeline playhead at the end of the sequence—on the frame after the Excuse Me clip. When dragging the playhead, you can hold the Shift key to have the playhead snap to the ends of clips.
8. Click either the Insert or Overwrite button in the Source Monitor. Because the Timeline playhead is at the end of the sequence, there are no clips in the way, and it makes no difference which kind of edit you perform.

   Now you'll insert one more clip.
9. Position the Timeline playhead just before John takes a sip of tea, around 00:00:14:00 in the sequence.
10. Open the clip Mid Suit in the Source Monitor, and use In and Out points to choose a part you think would go well between John sitting down and his first sip of tea. An In point around 01:15:55:00 and an Out point around 01:16:00:00 might work well.

    Notice that the existing In and Out points are replaced when you add new ones.
11. Edit the clip into the sequence using an insert edit.

Note

You can also edit clips into a sequence by dragging them from the Project panel or Source Monitor into the Program Monitor.



The timing of the edit may not be perfect, but that's okay; you can change your mind about the timing later—that's the beauty of nonlinear editing. The important thing, to begin with, is to get the order of the clips right.

Performing a three-point edit

When adding clips to a sequence by dragging, the duration of the part of the clip that will be added is set by In and Out points on the clip. The timing in the sequence is set by the location you drop the clip in the sequence.

When adding a clip to a sequence using a keyboard shortcut or button, Premiere Pro needs to know where and when and it should be placed.

This means there should be two In points and two Out points:

- An In point for the clip
- An Out point for the clip
- An In point for the sequence setting the beginning of the clip once it has been added
- An Out point for the sequence setting the end of the clip once it has been added

In fact, you need to specify only three of these points; Premiere Pro calculates the fourth automatically based on the selected duration.

Here's an example: If you choose four seconds of a clip in the Source Monitor, Premiere Pro automatically knows it will take four seconds of time in your sequence. Once you have set the location for the clip to be placed, you're ready to perform the edit.

Using just three points to perform edits in this way is called *three-point editing*.

When you performed your last edit, Premiere Pro aligned the In point from the clip (the start of the clip) with the In point in the sequence (the playhead is used as the In point if no In point has been added).

Even though you didn’t manually add an In point to the sequence, you’re still performing a three-point edit, with the duration calculated from the selection you made in the Source Monitor.

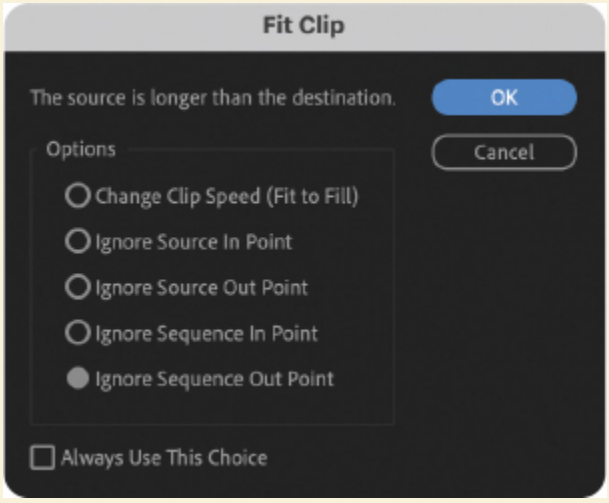
You can achieve a similar result by adding an Out point to the sequence instead of an In point. In this case, Premiere Pro will align the Out point of the clip in the Source Monitor with the Out point in the sequence when you perform the edit.

You might choose to do this, for example, if you have a piece of timed action, like a door closing at the end of a clip in the sequence, and your new clip needs to line up in time with it.

What happens if you use four points?

You can use four points to make an edit: both In and Out points in the Source Monitor and In and Out points on the Timeline. If the clip duration you select matches the sequence duration, the edit will take place as usual. If they're different, Premiere Pro will invite you to choose what you want to happen.

You can selectively ignore one of your In or Out points or stretch or compress the playback speed of the new clip to fit the selected duration on the Timeline.



Performing storyboard-style editing

The term *storyboard* usually describes a series of drawings that show the intended camera angles and action for a film. Storyboards are often quite similar to comic strips, although they usually include additional technical information, such as intended camera moves, lines of dialogue, and sound effects.

You can use clip thumbnails in Icon view and Freeform view in a bin as storyboard images.

Drag the thumbnails to arrange them in the order you want the clips to appear in your sequence, from left to right and from top to bottom; select

them; and then drag them all into your sequence. The order the clips are selected is the order they will be added to the sequence.

Using a storyboard to build an assembly edit

An assembly edit is a sequence in which the order of the clips is correct but the timing of the edits has yet to be worked out. It's common to build sequences as an assembly edit first, just to make sure the structure works, and then adjust the timing later.

You can use storyboard editing to quickly get your clips in the right order.

1. Save your current project. This is good practice when you reach any major milestone in the development of your project.
2. Open Lesson 05 Desert Sequence.prproj in the Lessons folder.
3. Make sure the Project panel is the active panel, and choose File > Save As. Save the project as **Lesson 05 Desert Sequence Working.prproj**.
4. Double-click the Desert Montage sequence to open it in the Timeline panel.

> **Note**
>
> You now have two project files open at the same time. You can switch between them by choosing one of them from Window > Projects, and you can close all projects by choosing File > Close All Projects.

This sequence has music but no visuals. You'll add some shots using a storyboard edit.

The audio track A1 has been locked (click the track padlock to lock and unlock a track). This means you can make adjustments to the sequence without risking making changes to the music track.

Arranging your storyboard

It's not necessary to pre-arrange clips in the Project panel prior to adding them to a sequence. However, it's a helpful step to quickly give you a sense

of the sequence structure.

Tip

Project filenames can become quite long. It's fine to include useful information to help you identify a project, but avoid making the name so long it's hard to manage the file.

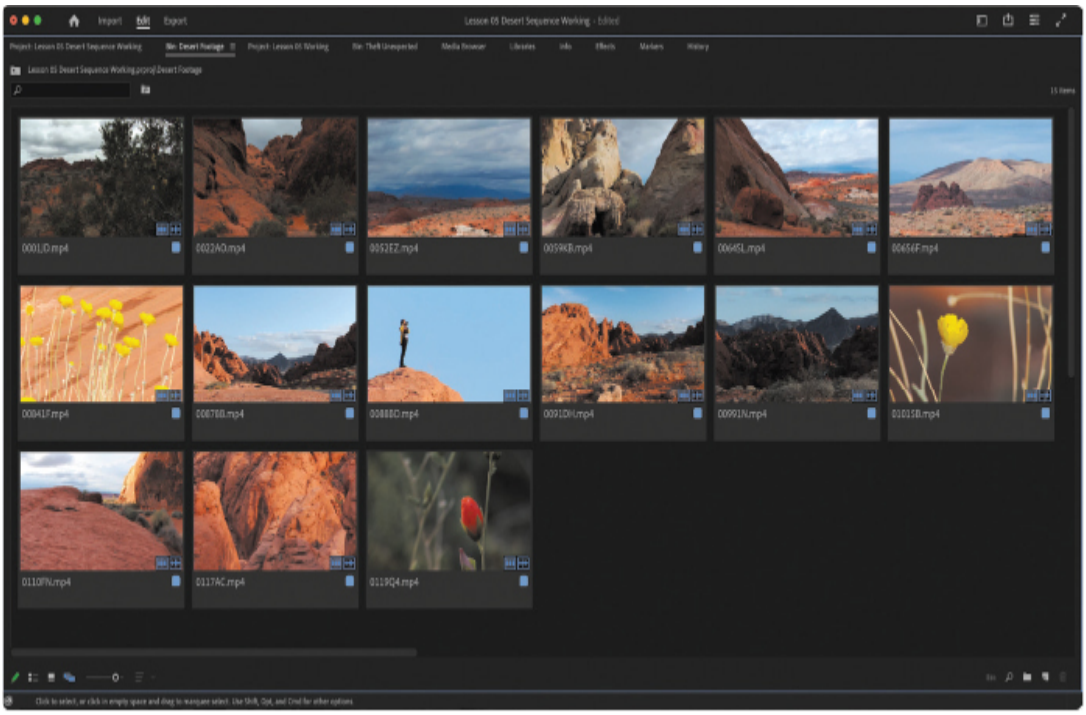
1. Double-click the Desert Footage bin to open it in a new panel.
2. Click the Freeform View button at the lower-left corner of the bin to see thumbnails for the clips.

   You can set the Project panel to Icon view to arrange clips as a storyboard, but Freeform view gives you more…freedom! It's a more flexible way to display clip thumbnails.
3. Double-click the Desert Footage bin name to toggle it to full screen. Then, right-click the background of the bin and choose Reset To Grid > Name.

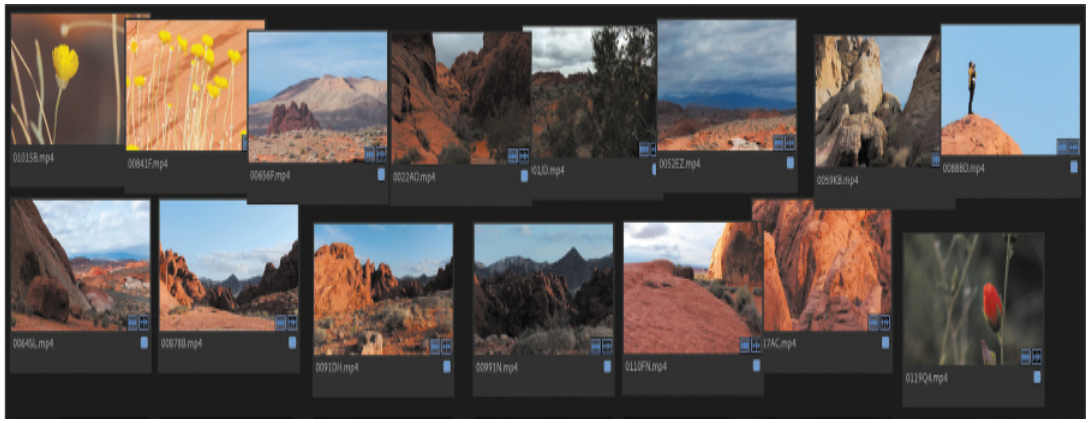
   This neatly arranges the clips, sorted by name.

   Tip

   You can use the Zoom control at the bottom of the bin window to resize the clip thumbnails.



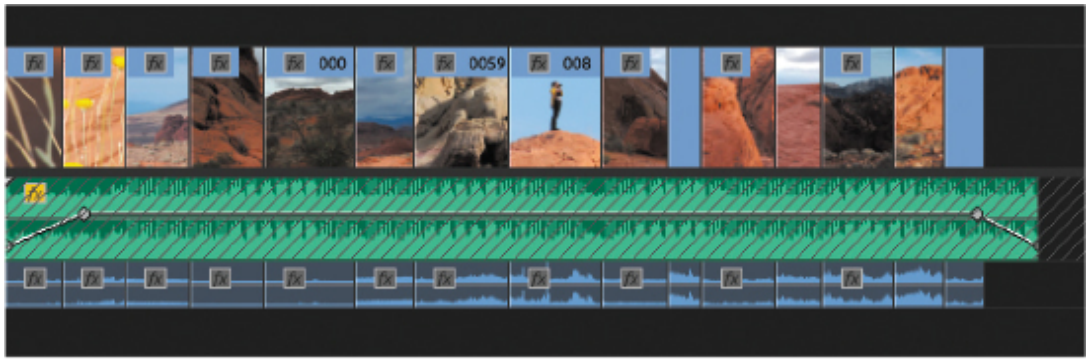
4. Drag the thumbnails in the bin to position them in the order in which you want them to appear in the sequence, from left to right and from top to bottom—just like a comic strip or storyboard. This will make it easier to select them in the correct order in the next step. In Freeform view, thumbnails can overlap and be arranged loosely. The order in which clips will be selected in the next step is the order that Premiere Pro will add them to a sequence.



5. Drag around the clips to select them in the order you'd like them to appear in the sequence, or select them in the correct order while holding Command (macOS) or Ctrl (Windows).

6. Double-click the Desert Footage bin name to toggle it back to its original position. Drag the clips into the sequence, positioning them on the Video 1 track right at the beginning of the timeline, above the music clip.

   The clips are added to the sequence in the order you selected them in the Project panel.



Freeform view gives great flexibility when reviewing and arranging clips, ready to add them to a sequence, but Icon view offers an even faster workflow:

1. Press Command+Z (macOS) or Ctrl+Z (Windows) to undo the last step.
2. Double-click the Desert Footage bin name to toggle it to full screen, and click the Icon View button to switch to that view.
3. Drag the clip thumbnails into the order you'd like them to appear in the sequence. In this view, the thumbnails always stay in an ordered grid.
4. Double-click the Desert Footage bin name to toggle it back to its original position.
5. Make sure the Desert Footage bin is selected (with a blue outline), but click the background of the bin to deselect any clips. Now press Command+A (macOS) or Ctrl+A (Windows) to select all the clips based on their position in the bin.

   ▶ Tip

   You may need to scroll to see the clips after toggling the bin panel back to its original size.

6. Drag the clips into the sequence, positioning them on the Video 1 track right at the beginning of the Timeline, above the music clip.

   Premiere Pro adds the clips to the sequence in the order you originally selected them in the Project panel. Because you selected the clips in one step by selecting them all, the selection order is based on the thumbnail placement in the bin.

7. Position the Timeline panel playhead at the beginning of the sequence. Play your sequence to see the result.

   Although you chose an order for the clips to play in the bin, remember that you are always free to change the order, or the timing, of the clips in the sequence.

   Now that you have two projects open at the same time, it may not be clear which project you are working on. If in doubt, look at the project file location, displayed at the top of the Premiere Pro interface. The word *Edited* after a project name indicates changes have been made to that project since it was last saved.

8. Close each project by choosing File > Close Project twice or by choosing File > Close All Projects. If you are asked if you would like to save, do so.

Setting the duration for still images

These video clips already had In and Out points, which were used automatically when you added them to the sequence.

Graphics and photos can have any duration in a sequence. However, they have default In and Out points that are applied as you import them.

To change the default duration, choose Premiere Pro > Settings > Timeline (macOS) or Edit > Preferences > Timeline (Windows) and enter a new number in the Still Image Default Duration field. This setting applies to clips when you import them, so it won't affect clips that have already been imported.

Still images and still image sequences (a series of images intended to play one after another, as animation) have no timebase—that is, the number of frames that should play per second (fps or frame rate). You can set the default timebase for still images by choosing Media in the Preferences dialog box and setting an option for Indeterminate Media Timebase.

Review questions

1 What do In and Out points do?

2 Is the Video 2 track in front of the Video 1 track or behind it?

3 How do subclips help you stay organized?

4 How would you select a time range in a sequence to work with in the Timeline panel?

5 What is the difference between an overwrite edit and an insert edit?

6 How much of your source clip will be added to a sequence if the source clip has no In or Out points and there are no In or Out points in the sequence?

Review answers

1 In the Source Monitor and in the Project panel, In and Out points define the part of a clip you would like to use in a sequence. On the Timeline, In and Out points are used to define parts of your sequence you want to remove, edit, render effects, or export as a file.

2 Upper video tracks are always in front of lower ones, so the Video 2 track is in front of the Video 1 track.

3 Although subclips make no difference to the way Premiere Pro plays back video and sound, they make it easier for you to divide your footage into different bins. For larger projects with lots of longer clips, it can make a big difference to be able to organize content this way.

4 You'll use In and Out points to define parts of your sequence you want to work with. For example, you might render when working with effects or export parts of your sequence as a file.

5 Clips added to a sequence using an overwrite edit replace any content already in the sequence where they are placed. Clips added to a sequence using an insert edit displace existing clips, pushing them later (to the right) and making the sequence longer.

6 If you don't add In or Out points to your source clip, the entire clip will be added to the sequence. Setting an In point, an Out point, or both will limit the portion of the source clip used in the edit.

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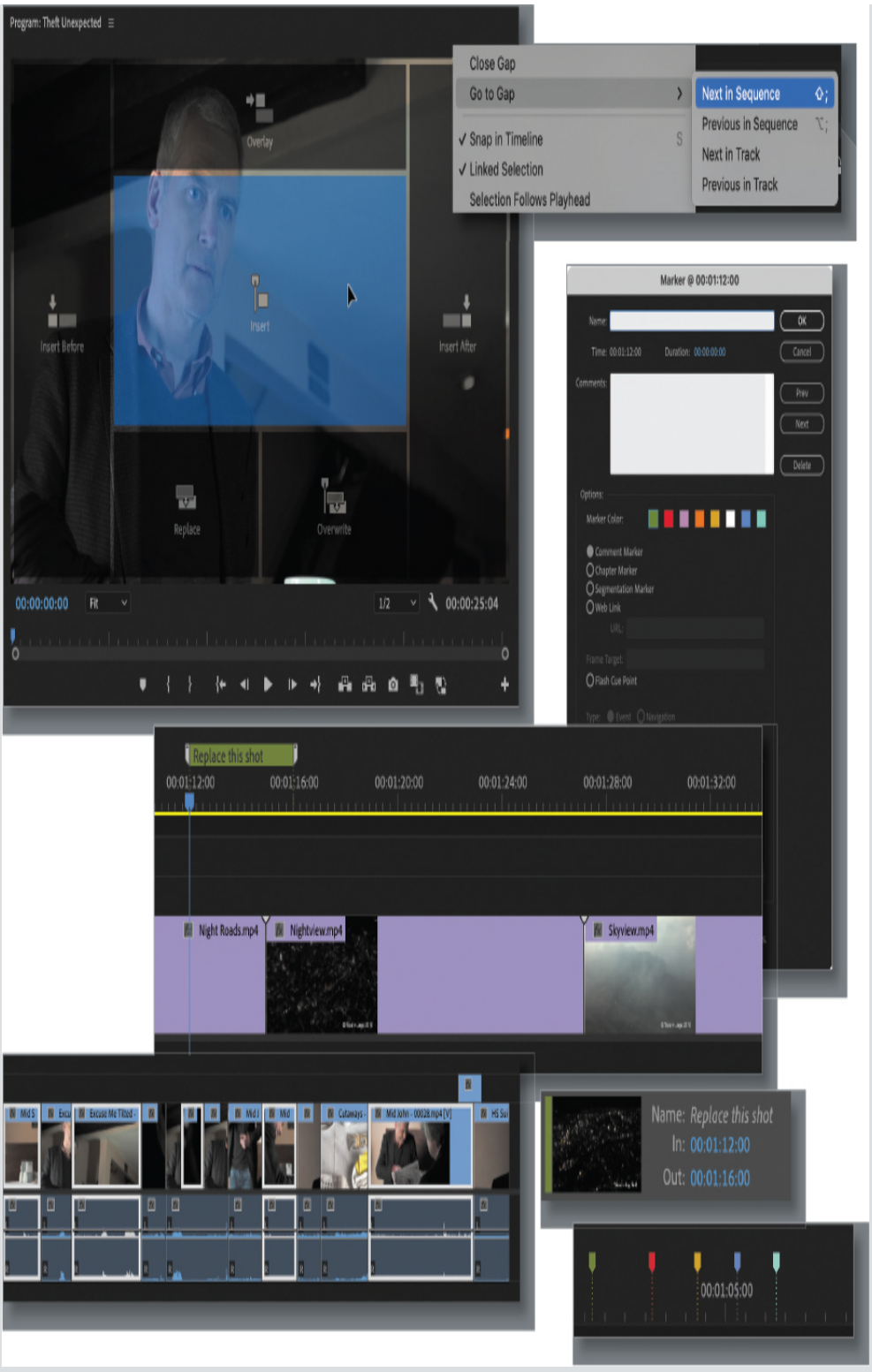
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Previous in Track
Marker @ 00:01:12:00
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Nightview.mp4
Skyview.mp4
Name: Replace this shot
In: 00:01:12:00
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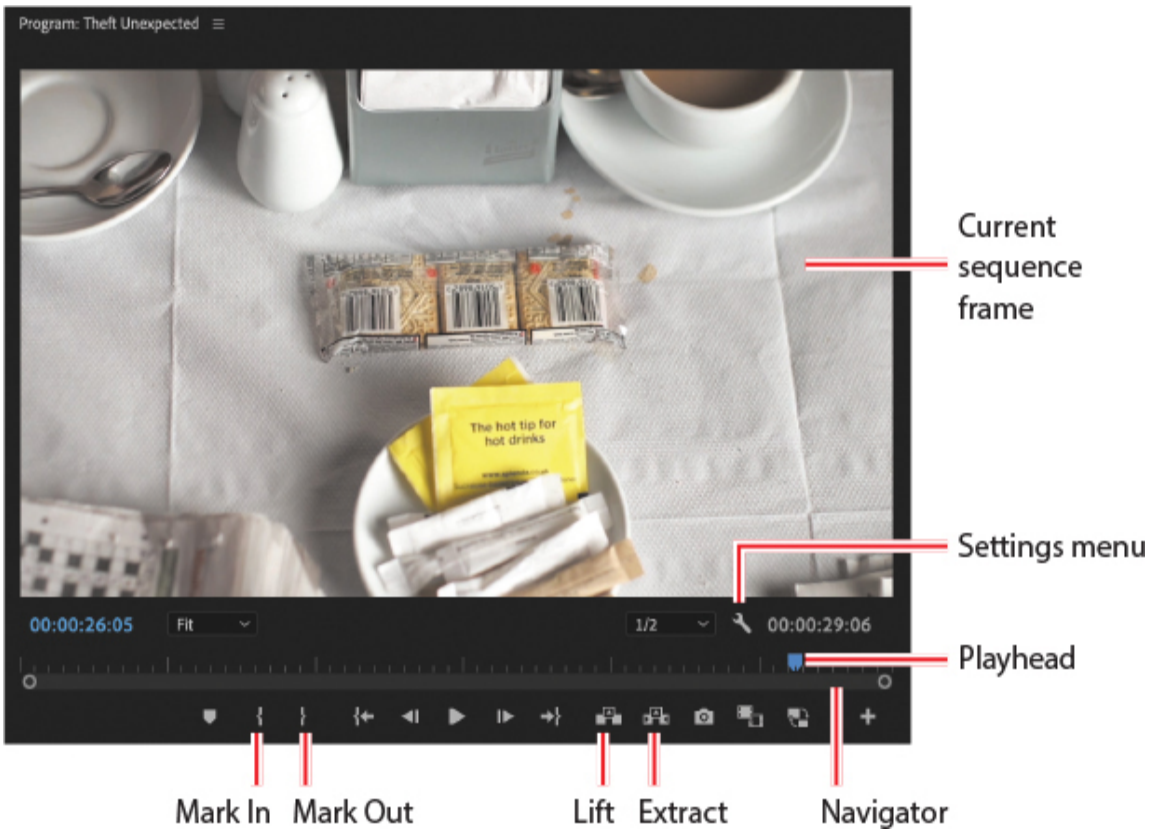
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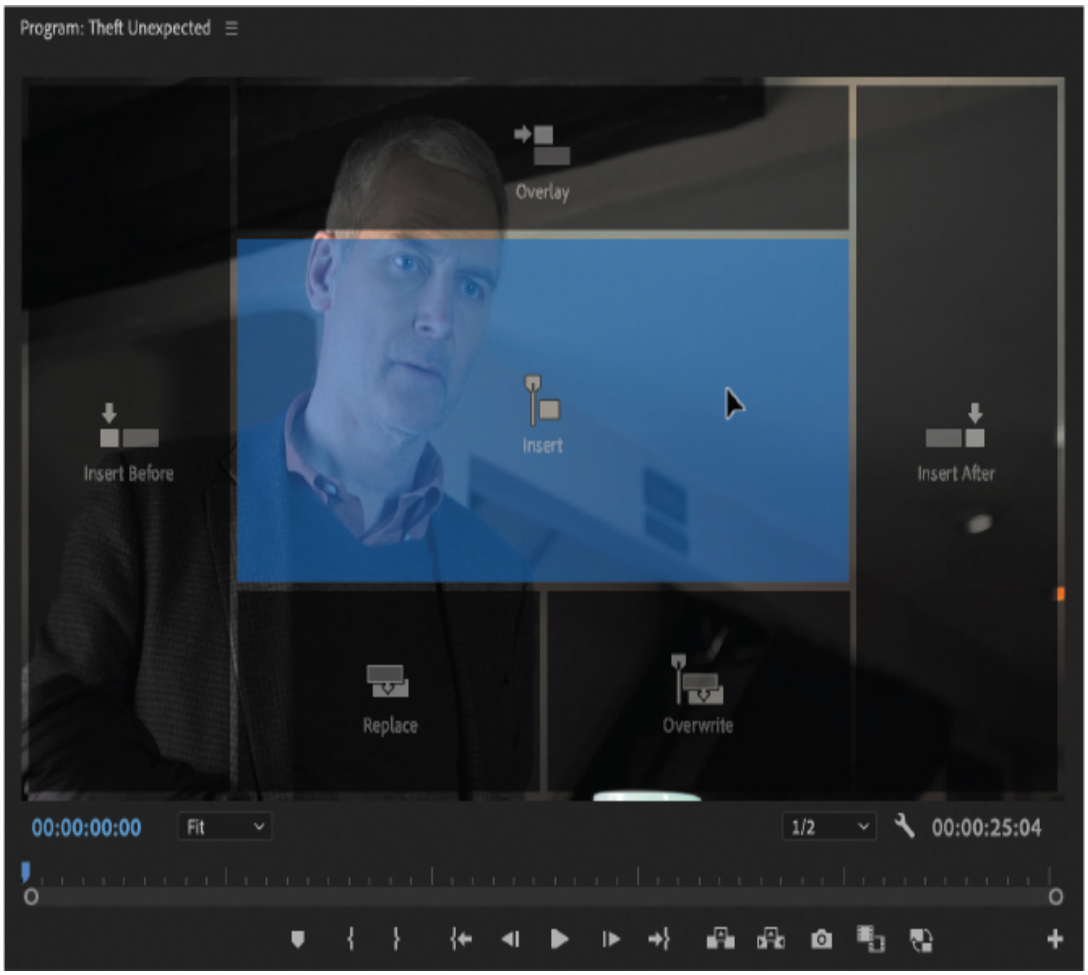
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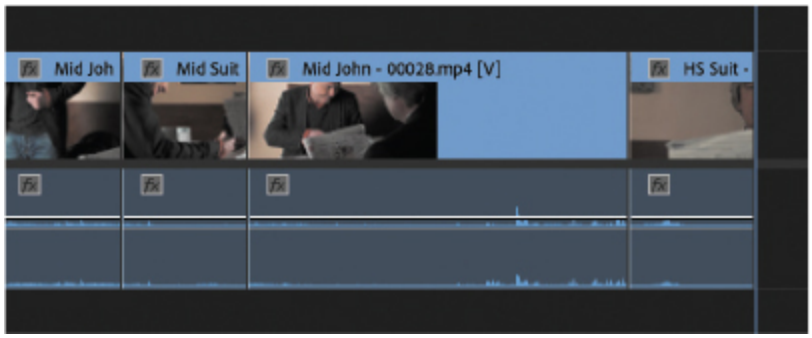
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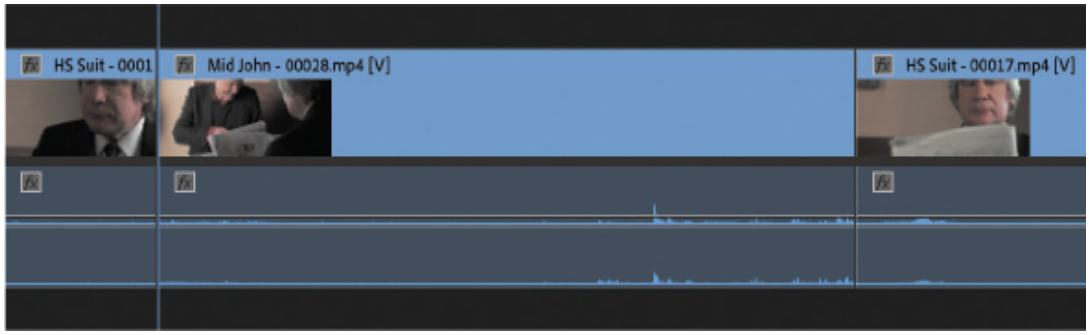
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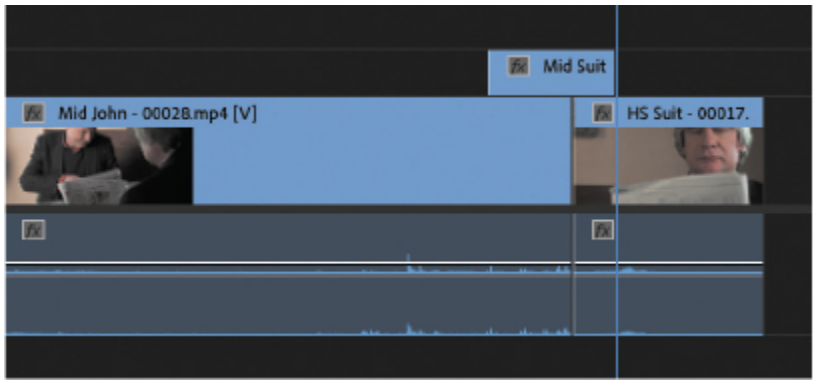
Mid Suit
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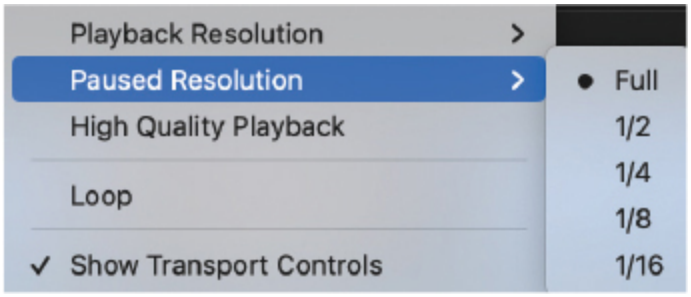
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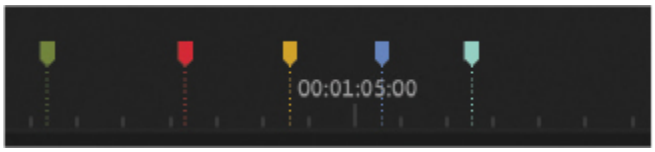
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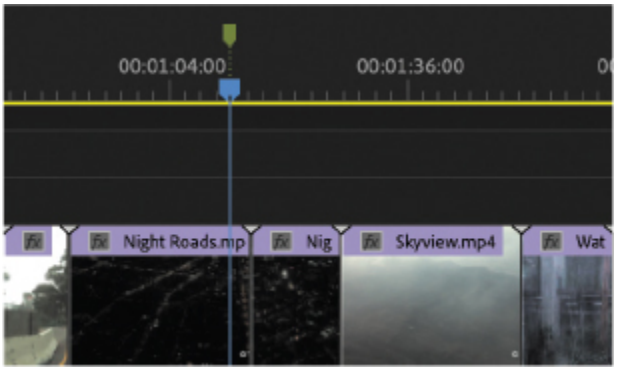
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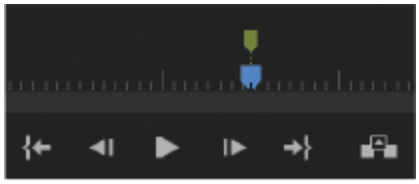

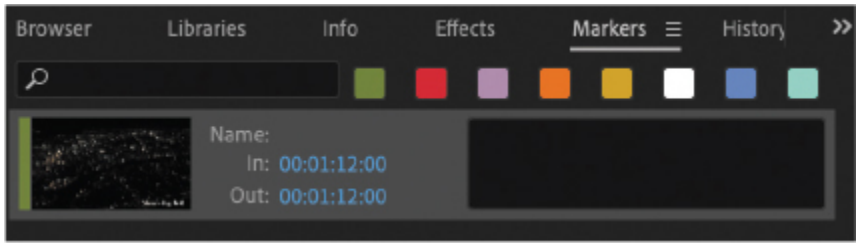
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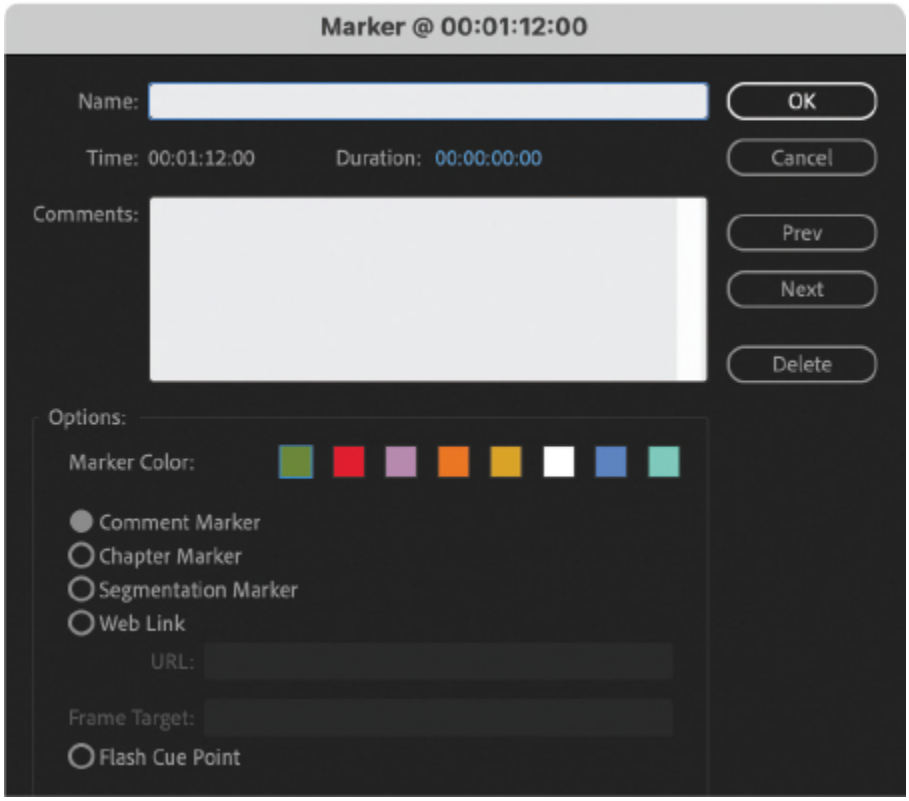
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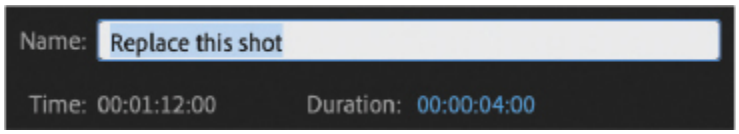
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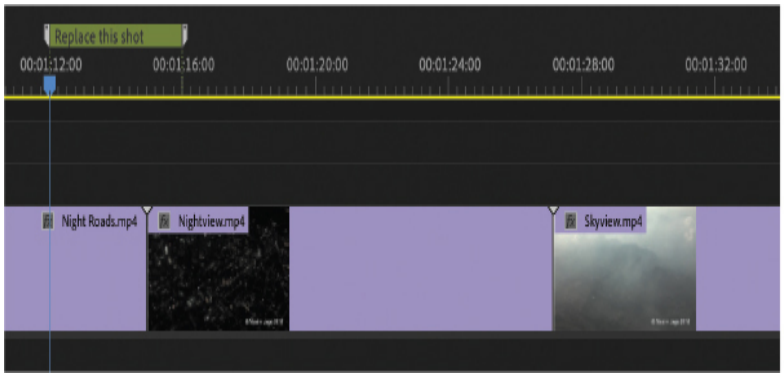
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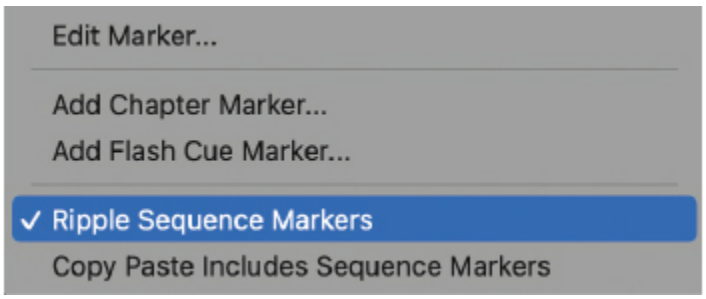
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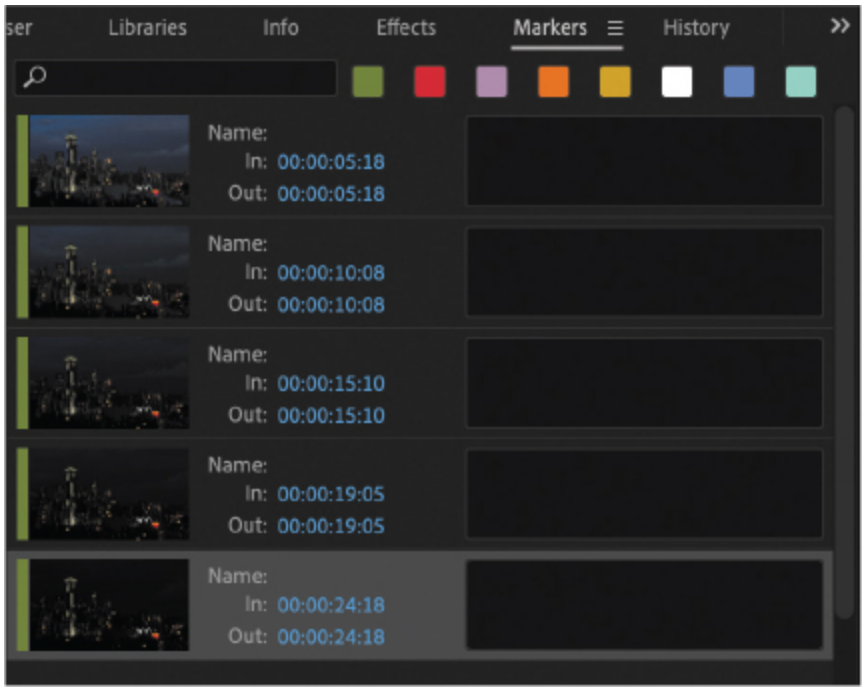
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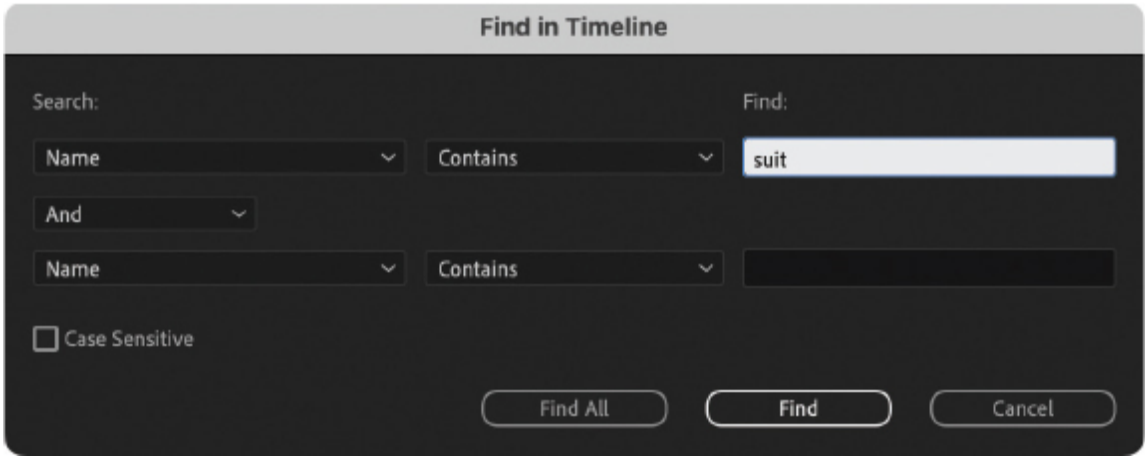
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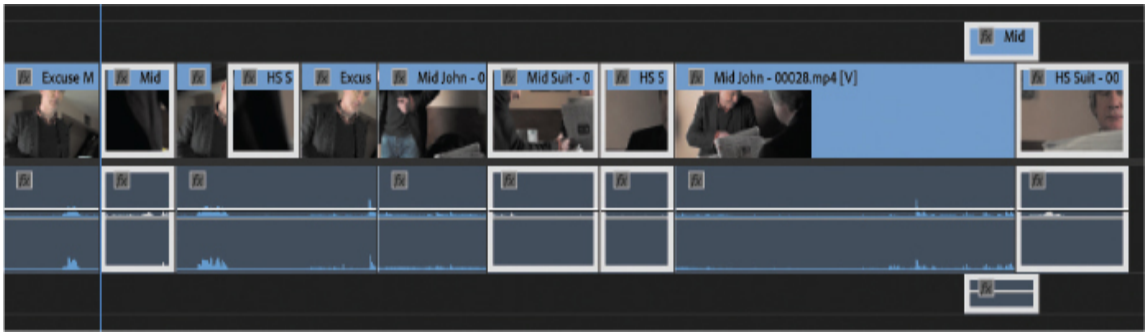
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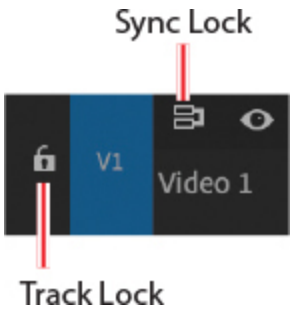
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V1
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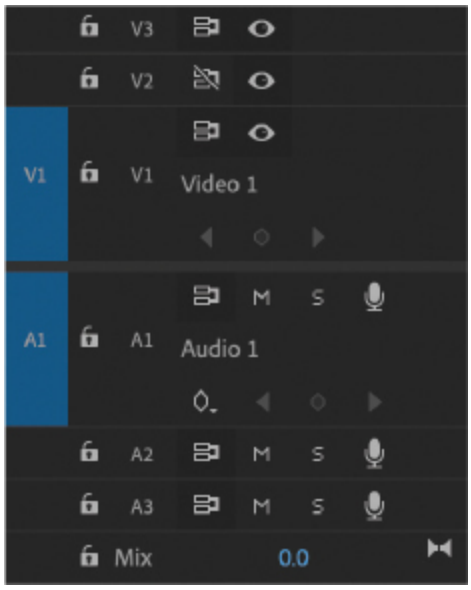
V2


V3
V2
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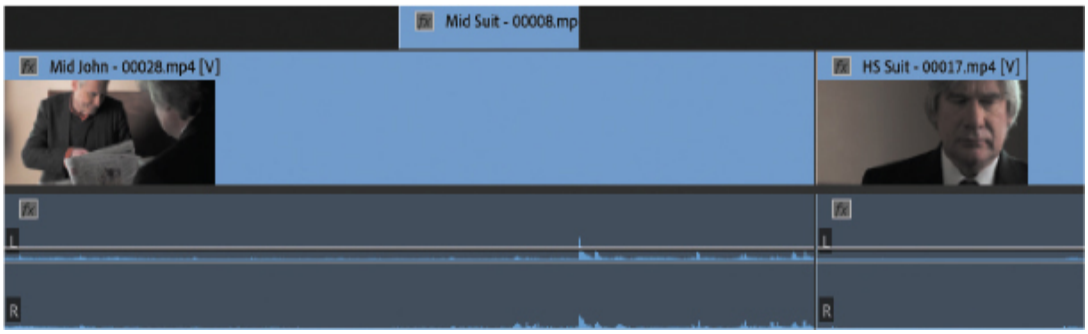
Mid Suit - 00008.mp
Mid John - 00028.mp4 [V]
HS Suit - 00017.mp4 [V]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Mid John - 00028.mp4 [V]
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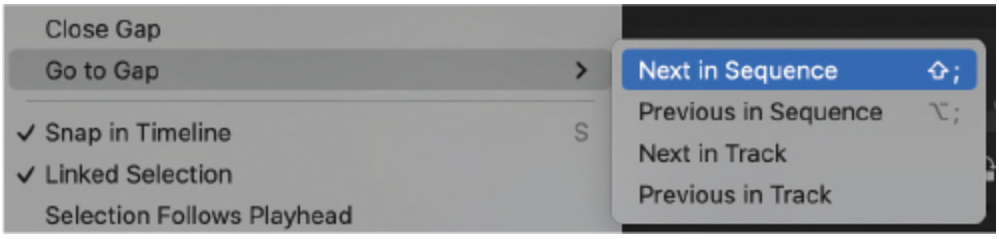
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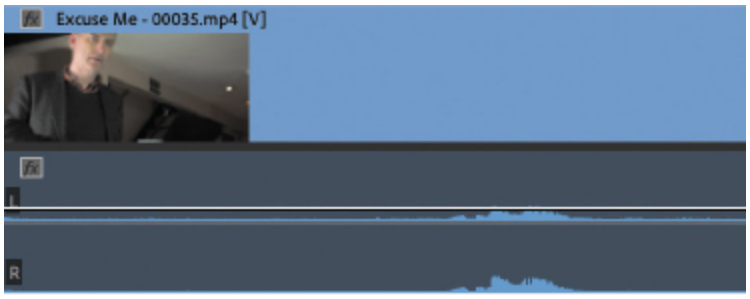
Next in Track
Previous in Track

Close Gap
Go to Gap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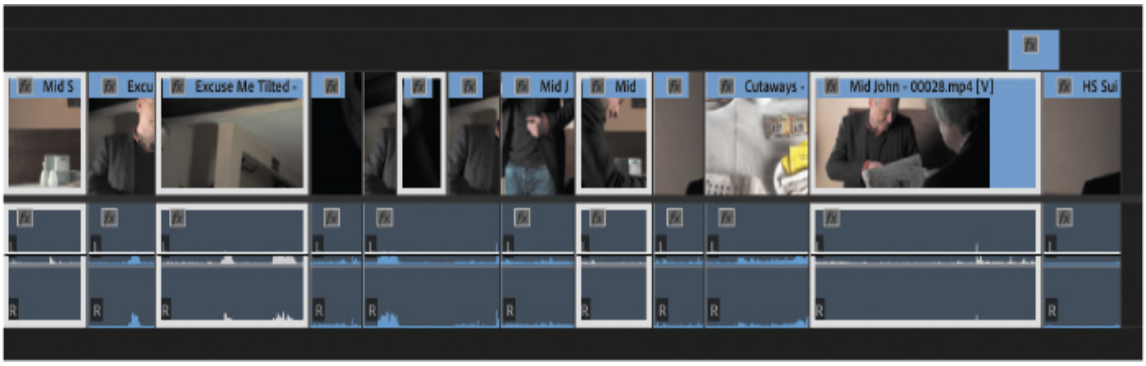
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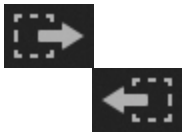

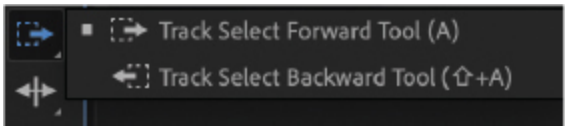
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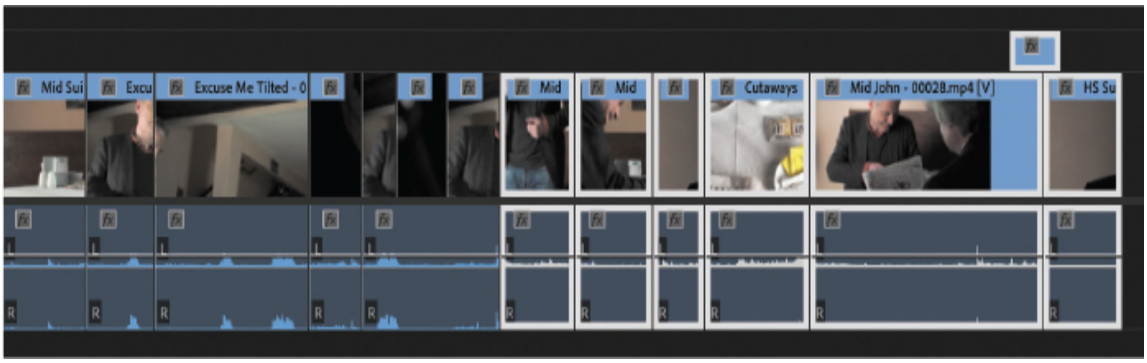
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